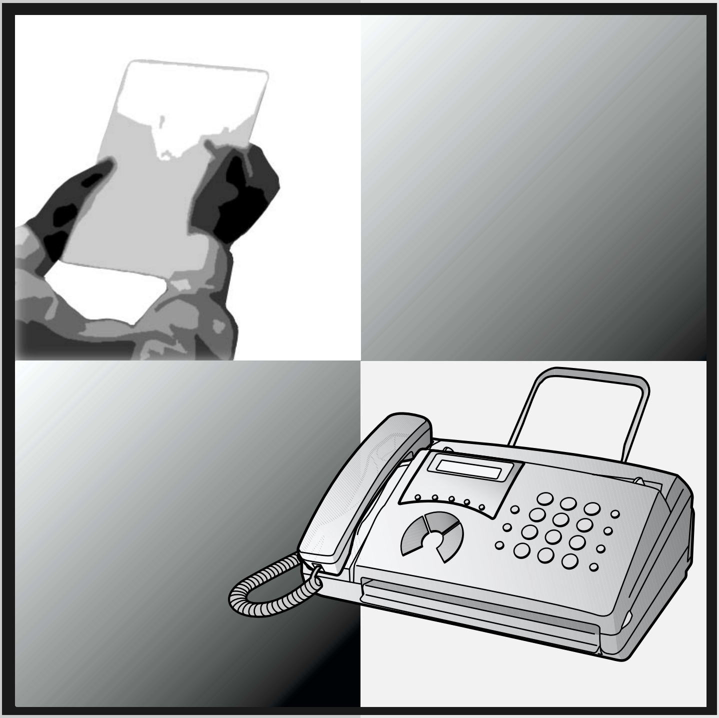
SHARP

香港電器安全規格
（國際電工委員會規格適合）

MODEL 型號

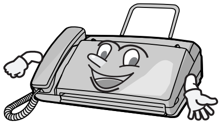
FO-11/FO-51/FO-71



FACSIMILE 傳真機

OPERATION MANUAL 操作手冊

Introduction



Welcome, and thank you for choosing a Sharp facsimile! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	Rapid Key Dialling: 5 numbers Speed Dialling: 35 numbers
Fax paper	**Initial starter roll** (included with machine): 10 m **Replacement roll** (not included): **FO-20PR** 30 m (12.7 mm core)
Paper cutting method	**FO-11/FO-51:** Tear off by hand **FO-71:** Automatic cutter
Memory size* (**FO-51/FO-71 Only**)	448 KB (approx. 17 average pages)
Modem speed	9,600 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 15 seconds
Resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	5 pages max. (A4, 80 g/m^2 paper)
Recording system	Thermal recording
Halftone (grayscale)	64 levels
Compression scheme	MR, MH, H2

*Based on Sharp Standard No.1 Chart at standard resolution is Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Display	16-digit LCD display
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 148 to 210 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 210 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Effective printing width	210 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX, TEL, FAX, A.M. (Note: A.M. mode is for connecting an answering machine)
Copy function	Yes
Telephone function	Yes (cannot be used if power fails)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	5 - 35°C
Humidity	30 - 85% RH
Power consumption	Standby: 4.0 W Maximum: 115 W
Dimensions	Width: 304 mm Depth: 236mm Height: 122 mm
Weight	Approx. 2.6 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 220 - 240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

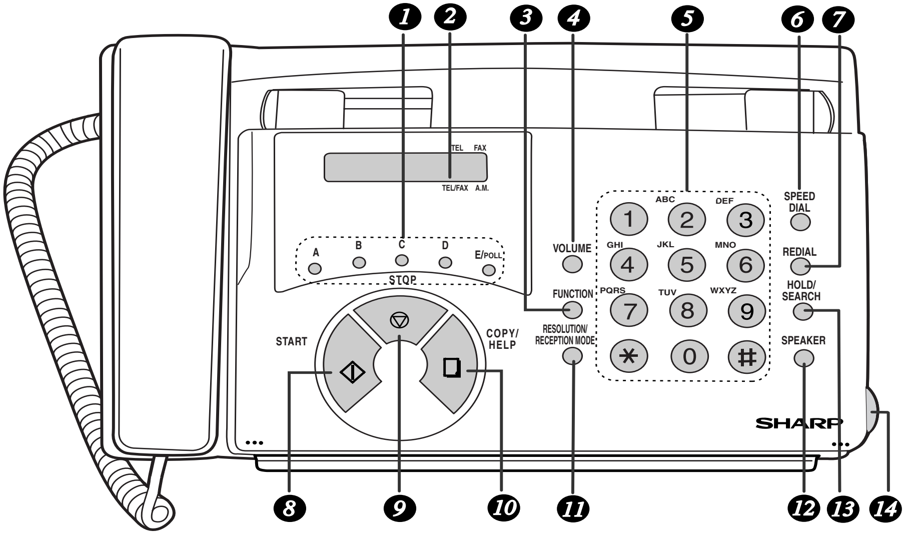
Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

Table of Contents

A Look at the Operation Panel



1 **Rapid Dial keys**
Press one of these keys to dial a fax number automatically.

2 **Display**
Displays messages to help you operate the machine.

3 **FUNCTION key**
Press this key to select various special functions.

4 **VOLUME key**
Press this key to adjust the volume of the speaker when the SPEAKER key has been pressed, or the volume of the ringer at all other times.

5 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

6 **SPEED DIAL key**
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.

7 **REDIAL key**
Press this key to automatically redial the last number dialed.

8 **START key**
Press this key to begin transmission when using Speed Dialling, Direct Keypad Dialling, or Normal Dialling.

9 **STOP key**
Press this key to cancel an operation before it is completed.

10 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

11 **RESOLUTION / RECEPTION MODE key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

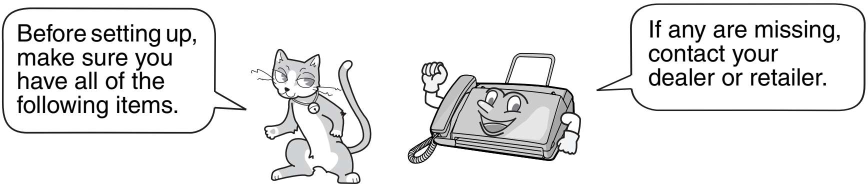
12 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

13 **HOLD/SEARCH key**
Press this key to search for an auto-dial number, or, during a phone conversation, press this key to put the other party on hold.

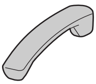
14 **Panel release**
Grasp this finger hold and pull toward you to open the operation panel.

1. Installation

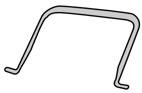
Unpacking Checklist



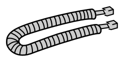
Handset



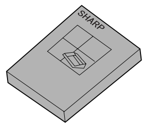
Original document support



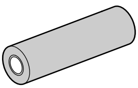
Handset cord



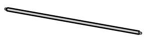
Operation manual



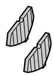
Fax paper (Sample roll)



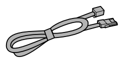
Paper shaft



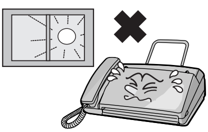
Paper roll shims



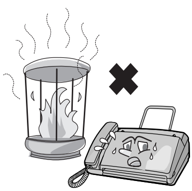
Telephone line cord



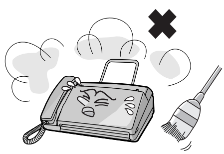
Points to keep in mind when setting up



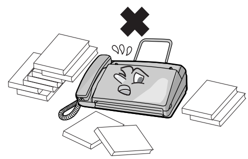
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

About condensation

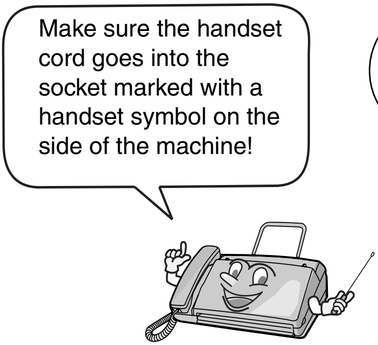
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

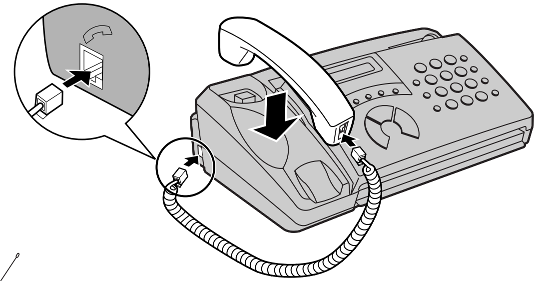
Connections

Connecting the handset

Connect the handset as shown and place it on the handset rest.

♦ The ends of the handset cord are identical, so they will go into either socket.

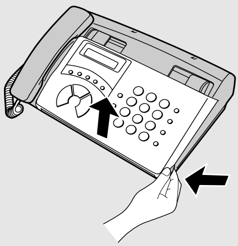




Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Removing the packing paper

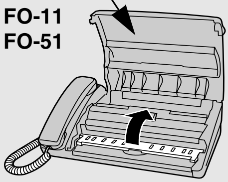
1 **Grasp the finger hold and open the operation panel.**



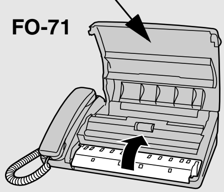
2 **Flip up the front paper guide .**

Note: Do not peel off or bend this strip of film.

FO-11
FO-51

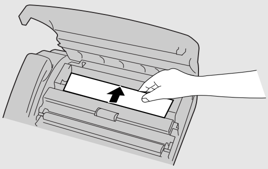


FO-71

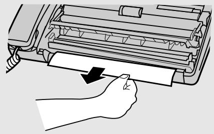


3 Remove the packing paper.

FO-11
FO-51

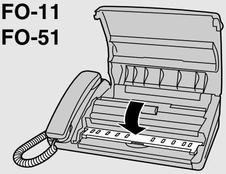


FO-71

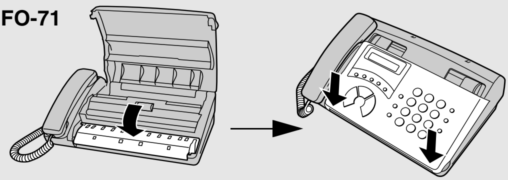


4 Flip down the front paper guide and then close the operation panel.

FO-11
FO-51



FO-71

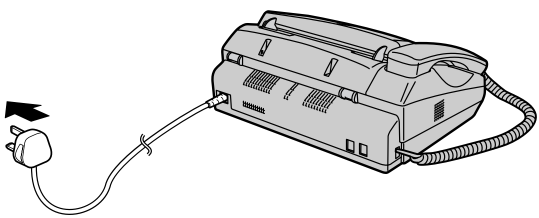


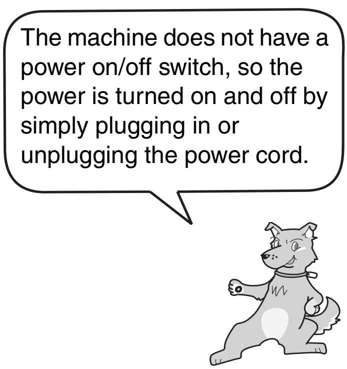
Connecting the power cord

Plug the power cord into a 220 - 240 V, 50/60 Hz, earthed AC (3-prong) outlet.

♦ When disconnecting the fax, unplug the telephone line cord before unplugging the power cord.

♦ **Caution:**
Do not plug the power cord into any other kind of outlet. This will damage the machine and is not covered under the warranty.

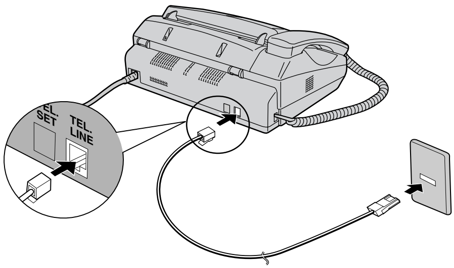




Connecting the telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.

Dial mode:
The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:



1	**Press** FUNCTION **once and** (4) **once.**	Display: OPTION SETTING
2	**Press** (#) **4 times.**	DIAL MODE
3	**Select the dial mode:** **TONE:** (1) **PULSE:** (2)	
4	**Press** STOP **to exit.**	

Comments:

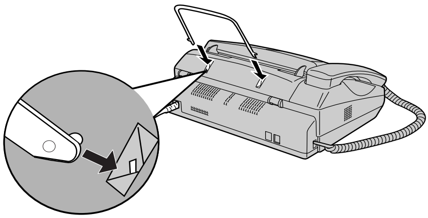
- ♦ The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ♦ The fax machine is not compatible with digital telephone systems.
- ♦ If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

Moving your fax and reconnecting

If it is necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power cord. When reconnecting, it is necessary to connect the power cord before connecting the telephone line cord.

Attaching the original document support

Attach the original document support as shown below.

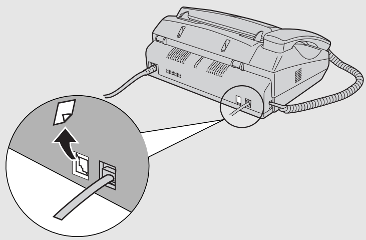


Extension phone (optional)

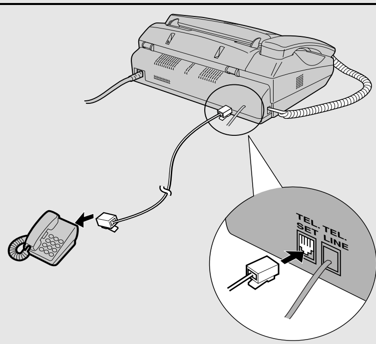
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

♦ To connect an answering machine to your fax, see page 48.

1 **Remove the seal covering the TEL. SET socket.**



2 **Connect the extension phone line to the TEL. SET socket.**

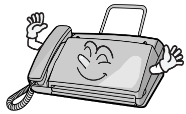


Loading the Thermal Paper

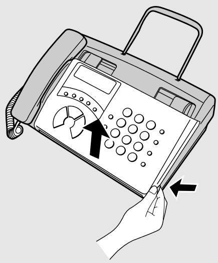
Your fax machine prints incoming faxes on a special kind of paper called thermal paper.



The fax machine's print head creates text and images by applying heat to the thermal paper.

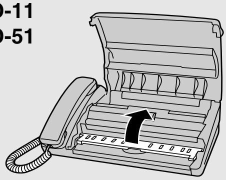


1 **Grasp the finger hold as shown and pull up to open the operation panel.**



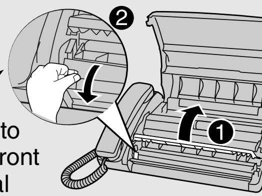
2 **Flip up the front paper guide.**

FO-11
FO-51



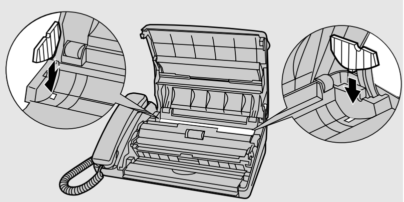
FO-71

Press the knob to make sure the front side of the metal guide is down.

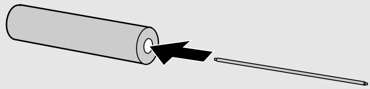


3 **If you are loading paper that is 210mm in width, place the paper roll shims on each side of the paper compartment. (Note that Sharp recommended paper, including the initial roll, is 216 mm in width.).**

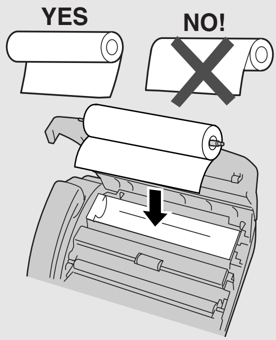
- The ribbed side of the shims should face in (toward each other).



4 **Unwrap the roll of thermal paper and insert the paper shaft.**

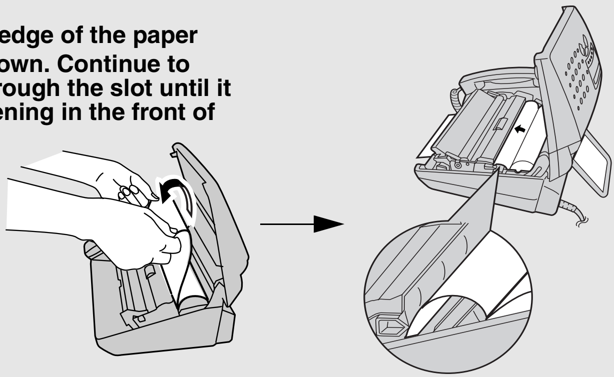


5 **Place the roll of thermal paper in the compartment, making sure the ends of the paper shaft fit into the notches on each side of the compartment.**

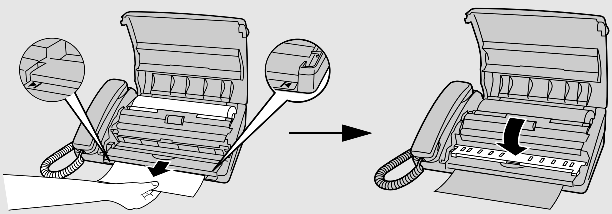


- **Important:** The roll must be placed so that the leading edge of the paper unrolls as shown. (The paper is only coated on one side for printing. If the roll is placed backwards, the paper will come out blank after printing.)

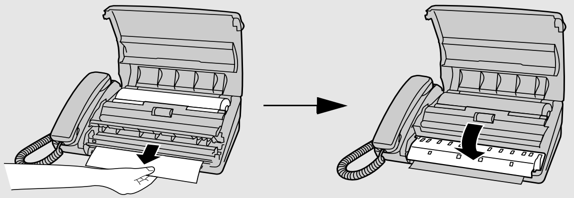
6 **Insert the leading edge of the paper into the slot as shown. Continue to push the paper through the slot until it comes out the opening in the front of the machine.**



7 **Make sure the paper comes out straight, and then flip down the paper guide.**



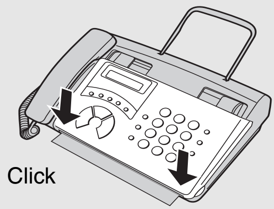
FO-71



8 **Close the operation panel, making sure it clicks into place.**

- **FO-11/FO-51:** A short length of the paper will feed out. Grasp the paper by the edge and pull upward to tear it off.

- **FO-71:** A short length of the paper will be cut off.



Replacing the thermal paper

When the paper runs out, OUT OF PAPER will appear in the display. Reception and copying will no longer be possible. To replace the paper, first take out the old roll, then load the new roll as described above.

To assure a long life for your fax and obtain the best reproduction quality, we recommend that you use the following Sharp thermal paper, which is available from your dealer or retailer:

FO-20PR THERMAL PAPER (30 m roll)

The use of any other paper may result in poor copy quality and excessive build-up of residue on the head.

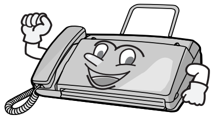
Handling thermal paper

Do not unpack the paper until you are ready to use it. It may become discoloured if:

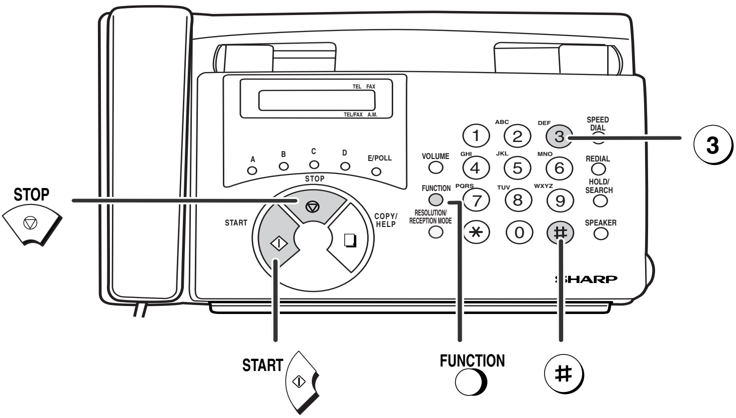
- ♦ It is stored at high humidity or high temperature.
- ♦ It is exposed to direct sunlight.
- ♦ It comes in contact with glue, thinner, or a freshly copied blueprint.
- ♦ A rubber eraser or adhesive tape is used on it, or it is scratched.

Entering Your Name and Fax Number

Before you can begin sending faxes, you must enter your name and fax (telephone) number. You also need to set the date and time.



Once you enter this information, it will automatically appear at the top of each fax page you send.



1 **Press FUNCTION once and 3 once.**

Display:

ENTRY MODE

2 **Press # twice.**

OWN NUMBER SET

3 **Press START once.**

ENTER FAX #

4 **Enter your fax number by pressing the number keys (max. 20 digits).**

- To insert a space between digits, press #. To enter a "+", press *.
- To clear a mistake, press SPEED DIAL.

5 Press START to enter the fax number in memory.

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 77777 444 22 7777 SPEAKER 77

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

- To enter two letters in succession that require the same key, press SPEAKER after entering the first letter. (SPEAKER moves the cursor forward, and HOLD/SEARCH moves the cursor backward.)
- To clear a mistake, press SPEED DIAL .
- To change case, press REDIAL . To enter one of the following symbols, press # or ∗ repeatedly: . / ! " # $ % & ' ( ) ∗ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

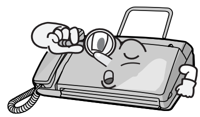
7 Press START

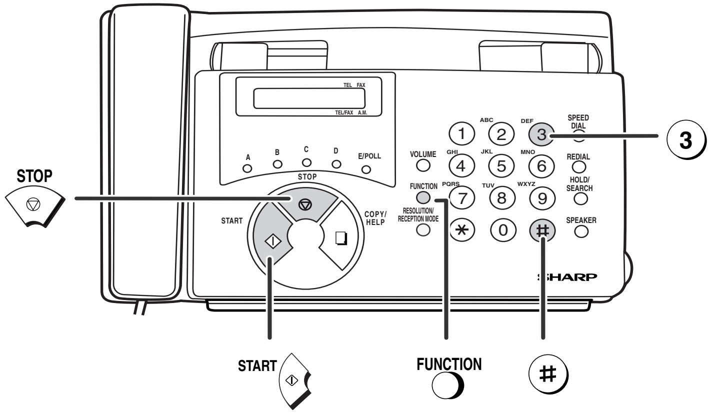
DATE & TIME SET

8 Press STOP to return to the date and time display.

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.





1 **Press FUNCTION once and 3 once.**

Display:

ENTRY MODE

2 **Press # 3 times.**

DATE & TIME SET

3 **Press START once.**

The currently set date appears (example):

DATE 15-08-2002

4 **Enter a two-digit number for the day ("01" to "31").**

Example: the 5th (0) (5) → DATE 05-08-2002

- To correct a mistake, press SPEED DIAL to move the cursor back to the mistake and then enter the correct number.

5 **Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).**

Example: January (0) (1) → DATE 05-01-2002

6 **Enter the year (four digits).**

Example: 2002 (2) (0) (0) (2) → TIME 12:19

The currently set time appears (example):

7 **Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").**

Example: 9:25 (0) (9) (2) (5) → 05-JAN 09:25

8 **Press** START **to start the clock.** → STORE JUNK #

9 **Press** STOP **to return to the date and time display.**

Setting the Reception Mode

Your fax has four modes for receiving incoming faxes:

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

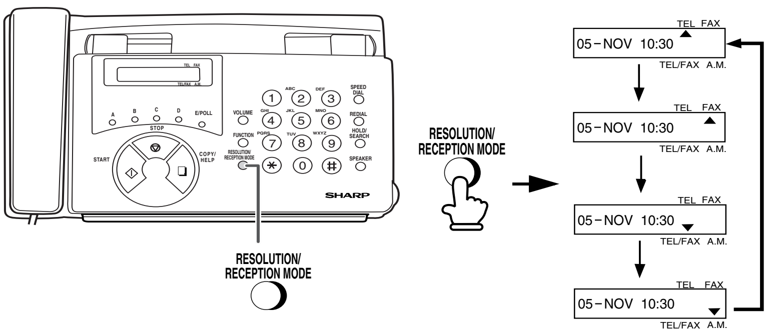
FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

Setting the reception mode

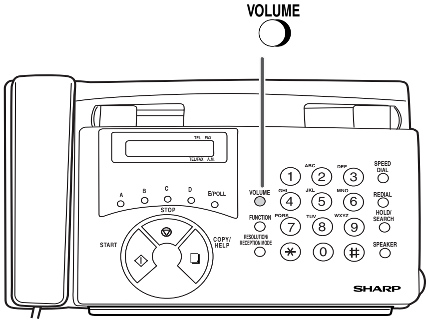
Make sure a document ***is not loaded in the document feeder***, and then press RESOLUTION/ RECEPTION MODE until the arrow in the display points to the desired mode.



For more information on receiving faxes in FAX, TEL, and TEL/FAX modes, see Chapter 3, *Receiving Faxes* (page 38). For more information on using A.M. mode, see Chapter 6.

Volume Adjustment

You can adjust the volume of the speaker and ringer using VOLUME.



Speaker

1 **Press SPEAKER**

2 **Press VOLUME one or more times to select the desired level.**

- Press SPEAKER again to turn off the speaker.

Display:

SPEAKER: MIDDLE

SPEAKER: HIGH

SPEAKER: LOW

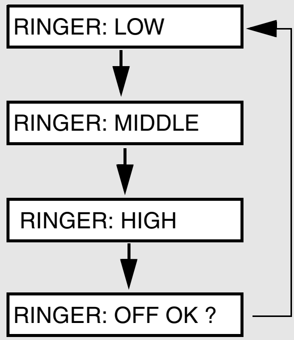
Ringer

1 Press VOLUME to select the desired volume.

(Make sure SPEAKER has not been pressed and the handset is not lifted.)

- The ringer will ring once at the selected level, then the date and time will reappear in the display.

Display:



2 If you selected RINGER: OFF OK ?, press START.

2. Sending Faxes

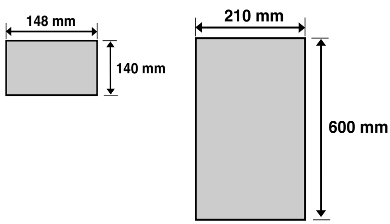
Transmittable Documents

Size and weight

The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

Minimum size   Maximum size

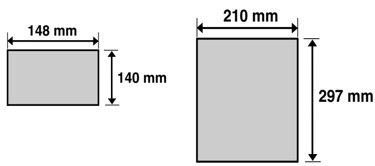


Minimum weight   Maximum weight

52 g/m²   **157 g/m²**

Loading up to 5 pages at once:

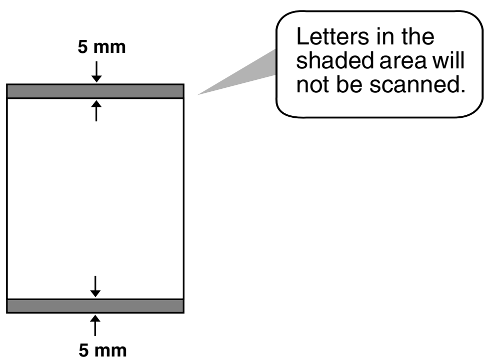
Minimum size   Maximum size



Minimum weight   Maximum weight

52 g/m²   **80 g/m²**

Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 5 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

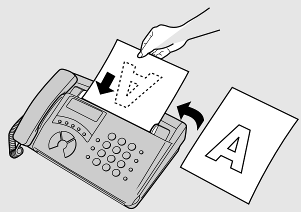
- ♦ If you need to send or copy more than 5 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 Adjust the document guides to the width of your document.



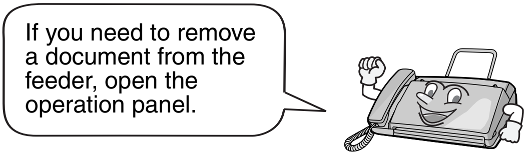
2 Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.

- READY TO SEND will appear in the display.



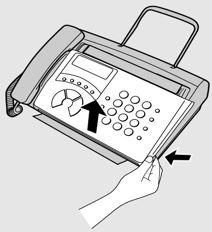
3 **Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 28.**

Removing a document from the feeder



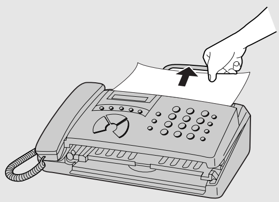
Important!
Do not try to remove a document without first releasing it as explained below. This may damage the feeder mechanism.

1 **Grasp the finger hold and pull up to open the operation panel.**



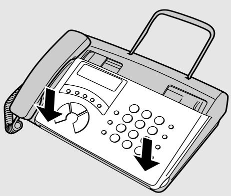
2 **Remove the document.**

- If you can not remove the document, see *Clearing a jammed document* on page 75.



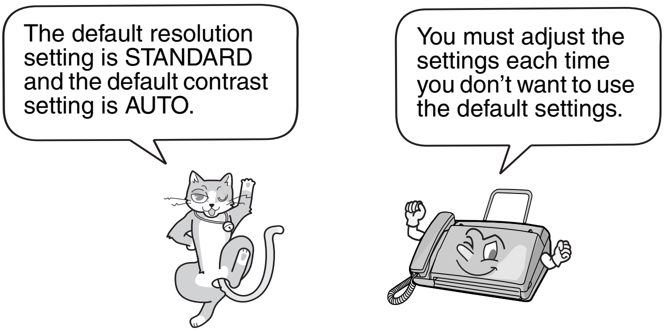
3 **Close the operation panel.**

- Press down on both front corners of the panel to make sure it clicks into place.



Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.



Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

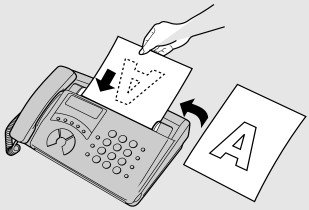
Resolution settings

STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 Load the document(s).



- The document must be loaded before the resolution and contrast can be adjusted.

2 Press RESOLUTION/ RECEPTION MODE  **one or more times until the desired resolution and contrast settings appear in the display.**

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:

STANDARD :AUTO

FINE :AUTO

SUPER FINE :AUTO

HALF TONE :AUTO

STANDARD :DARK

HALF TONE :DARK

Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

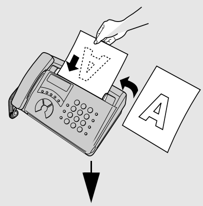
Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press SPEAKER) and dial by pressing the number keys.

- ♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed SPEAKER, you must pick up the handset to talk.)
- ♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

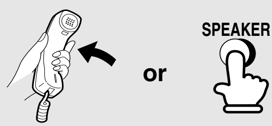
1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



READY TO SEND

2 **Pick up the handset or press SPEAKER. Listen for the dial tone.**



3 **Dial the number of the receiving machine by pressing the number keys.**



4 **Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.**

- If the other party answers, ask them to press their Start key (if you pressed SPEAKER, pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.

5 When you hear the fax tone, press  **. Replace the handset if you used it.**

- When transmission is completed, the fax will beep once.

Sending a Fax by Automatic Dialling

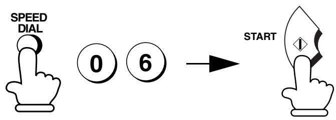
You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the  and entering a two-digit number.

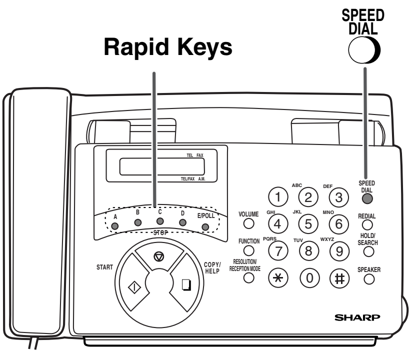
- ♦ To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine
- ♦ When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 40 Speed Dial numbers are available.

Speed Dial numbers 01 through 05 are for Rapid Key (one-touch) Dialling.



Speed Dial numbers 06 through 40 are for dialling with the **SPEED DIAL** key.





Storing fax and phone numbers for automatic dialling

1 **Press FUNCTION once and 3 once.**

Display:

ENTRY MODE

2 **Press # once.**

FAX/TEL # MODE

3 **Press 1 to select SET.**

4 **Enter a two-digit Speed Dial number by pressing the number keys (01 to 05 for Rapid Key Dialling, 06 to 40 for Speed Dialling).**

0 1 (Example)

5 **Enter the fax or voice number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.)**

- To clear a mistake, press SPEED DIAL .
- If a pause is required between any of the digits to access a special service or an outside line, press REDIAL . The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

6 **Press START**

7 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 10 characters can be entered. (If you do not wish to enter a name, go directly to Step 8.)**

♦ Example: SHARP = 77777 444 22 7777 SPEAKER 77

SPACE =	1 1	J =	5 5	T =	8 8
A =	2 2	K =	5 5 5	U =	8 8 8
B =	2 2 2	L =	5 5 5 5	V =	8 8 8 8
C =	2 2 2 2	M =	6 6	W =	9 9
D =	3 3	N =	6 6 6	X =	9 9 9
E =	3 3 3	O =	6 6 6 6	Y =	9 9 9 9
F =	3 3 3 3	P =	7 7	Z =	9 9 9 9 9
G =	4 4	Q =	7 7 7		
H =	4 4 4	R =	7 7 7 7		
I =	4 4 4 4	S =	7 7 7 7 7		

♦ To enter two letters in succession that require the same key, press SPEAKER after entering the first letter.

♦ To change case, press REDIAL. To enter one of the following symbols, press # or ∗ repeatedly: . / ! " # $ % & ' ( ) ∗ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

8 **Press** START

9 **Return to Step 4 to store another number, or press** STOP **to return to the date and time display.**

Making changes

To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 4, and then change the number and/or name when they appear in the display in Steps 5 and 7.

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Clearing auto-dial numbers

If you need to clear a number, follow these steps:

1 **Press FUNCTION once and 3 once.**

Display:

ENTRY MODE

2 **Press # once.**

3 **Press 2 to select CLEAR.**

4 **Enter the Speed Dial number that you want to clear by pressing the number keys.**

5 **Press START**

6 **Return to Step 4 to clear another number, or press STOP to return to the date and time display.**

Chain Dialling for area and access codes

You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialling* in Chapter 5, *Making Telephone Calls*.

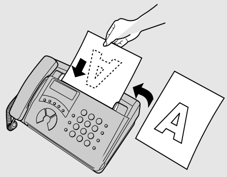
Note: An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the SPEAKER key is pressed before dialling.

Sending a fax by Rapid Key Dialling

If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 05, you can dial it by pressing the corresponding Rapid Key.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION/RECEPTION MODE to set the resolution and/or contrast.



READY TO SEND

2 **Press the Rapid Key for the desired Speed Dial number as follows:**

Speed Dial 01: Rapid Key A
Speed Dial 02: Rapid Key B
Speed Dial 03: Rapid Key C
Speed Dial 04: Rapid Key D
Speed Dial 05: Rapid Key E



Example:
To dial Speed Dial number 01, press Rapid Key A.

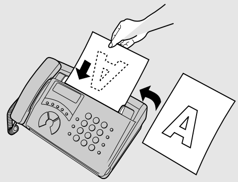
- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press STOP.)
- The document will be automatically transmitted once the connection is established.

Sending a fax by Speed Dialling

Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

1 Load the document(s).

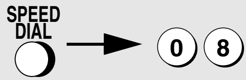
- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



READY TO SEND

2 Press SPEED DIAL and then enter the Speed Dial number by pressing the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.



(Example)

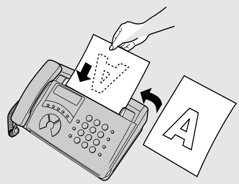
3 Check the display. If the name or number shown is correct, press START.

(If not, press STOP and then repeat Step 2.)

Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press START to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 **Load the document(s).**



- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

READY TO SEND

2 **Enter the number of the receiving machine by pressing the number keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press REDIAL . The pause will appear as a hyphen (two seconds per pause). Several pauses can be entered in a row.

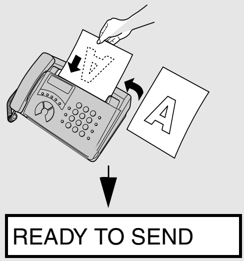
3 **Check the display. If the number of the receiving machine shown is correct, press START.**

- If the number is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Searching for an auto-dial number

If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing START.

1 Load the document(s).



- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 Press HOLD/ SEARCH and then 1.

3 Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press 1.

- If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- If a name wasn't stored for the number, press 0. This will cause numbers, not names, to appear when you scroll.

4 Press * or # to scroll through the names (numbers if you pressed 0). Stop when the desired name appears in the display.

5 Press START. The document will be automatically transmitted once the connection is established.

Using the REDIAL key

You can press REDIAL to redial the last number dialed. To send a document, press START when you hear the fax tone after the connection is made. Note that the speaker is automatically activated when you press REDIAL.

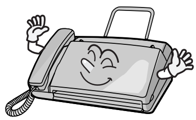
Automatic redialling

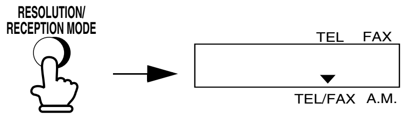
If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make 2 redial attempts at an interval of 5 minutes. To stop automatic redialling, press STOP.

3. Receiving Faxes

Using TEL/FAX Mode

To select TEL/FAX mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to TEL/FAX.





When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

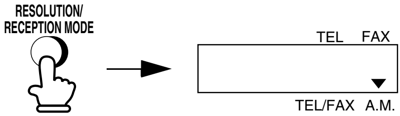
♦ If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.

♦ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 30 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Using A.M. Mode

To select A.M. mode, press  until the arrow in the display points to A.M.

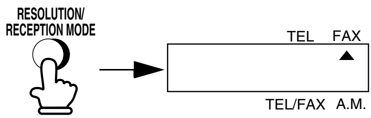


In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 6 for more details.

Using FAX Mode

To select FAX mode, press  until the arrow in the display points to FAX.

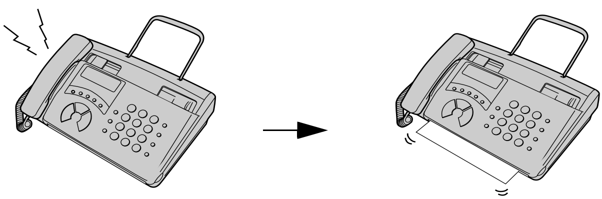




When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

2 rings

Fax reception



◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 41.

Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 5 can be selected.

1 **Press** FUNCTION **once and** (4) **once.**

Display:

OPTION SETTING

2 **Press** (#) **once.**

NUMBER OF RINGS

3 **Enter the desired number of rings (any number from 2 to 5).**

Example: 3 rings (3)

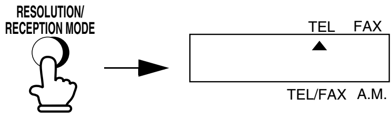
4 **Press** STOP **to return to the date and time display.**

Using TEL Mode

When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

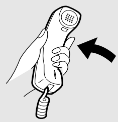


To select TEL mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to TEL.

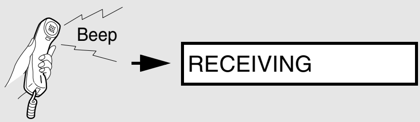


Answering with the fax's handset

1 **When the fax machine rings, pick up the handset.**



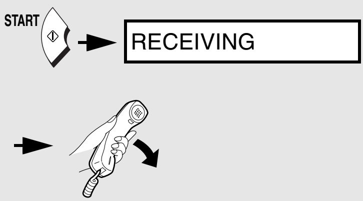
2 **If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.**



> **Note:** If you have set the Fax Signal Receive setting (page 43) to NO, press START to begin reception.

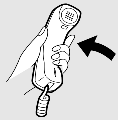
3 **If the other party first speaks with you and then wants to send a fax, press START after speaking. (Press before the sender presses their Start key.)**

- When RECEIVING appears in the display, hang up.



Answering on an extension phone

1 **Answer the extension phone when it rings.**



2 **If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.**



3 **If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press (5) once and (*) twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.**

- The above step is necessary if you have set the Fax Signal Receive setting (page 43) to NO.
- Your fax will not accept the signal to begin reception (5**) if a document is loaded in its feeder.

Optional Reception Settings

Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

1 **Press FUNCTION once and 4 once.**

Display:

OPTION SETTING

2 **Press * 3 times.**

FAX SIGNAL RX

3 **Press 1 to turn on the function, or 2 to turn it off.**

4 **Press STOP to return to the date and time display.**

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 **Press FUNCTION once and 4 once.**

Display:

OPTION SETTING

2 **Press # twice.**

TEL/FAX REMOTE #

3 **Enter the desired number (any number from 0 to 9).**

Example: 3 3

4 **Press STOP to return to the date and time display.**

Substitute Reception to Memory

- **Note for FO-11:** This function is not available.

In situations where printing is not possible, such as when your fax runs out of paper or the paper jams, incoming faxes will be received to memory.

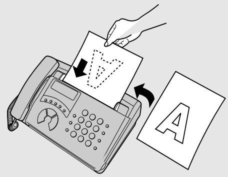
When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER or PAPER JAMMED. When you add paper or clear the jam, the stored documents will automatically print out.

Caution!
When documents are stored in memory, do not turn the power off. This will erase all of the contents.

4. Making Copies

Your fax machine can also be used to make copies.

1 **Load the document(s) face down. (Maximum of 5 pages.)**



READY TO SEND

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.
  (The default resolution setting for copying is FINE.)

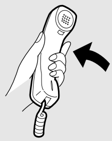
2 **When you are ready to begin copying, press COPY/ HELP.**

5. Making Telephone Calls

Your fax machine can be used like a regular telephone to make and receive voice calls.

♦ To make or receive a voice call, the power must be on.

1 Pick up the handset or press SPEAKER**.**
Listen for the dial tone.



or



2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press SPEED DIAL, and enter the 2-digit Speed Dial number with the numeric keys.



Example: Press Rapid Key A

3 Speak with the other party when they answer.

- If you pressed SPEAKER, pick up the handset to talk.

Chain Dialling

After lifting the handset, you can dial any combination of Normal Dialling, Rapid Key Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a Rapid Key, you can press the Rapid Key for that area code or access code, then dial the remainder of the number by pressing a Rapid Key, pressing number keys, or pressing SPEED DIAL and entering a two-digit Speed Dial number.

Searching for an auto-dial number

You can use HOLD/SEARCH to search for a Rapid Key or Speed Dial number. First search for the number as described in *Searching for an auto-dial number* in *Sending a Fax by Automatic Dialling* in Chapter 2, then pick up the handset or press SPEAKER. The number will be dialed automatically (do not press START).

Redial

The last number dialed can be redialed by pressing REDIAL (it is not necessary to pick up the handset or press SPEAKER). When the other party answers, pick up the handset to talk.

Hold

You can put the other party on hold during a conversation by pressing HOLD/SEARCH. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press HOLD/SEARCH again to resume conversation.

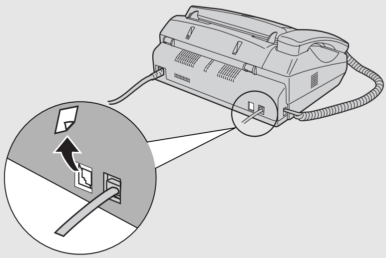
6. Answering Machine Connection

Connecting an Answering Machine

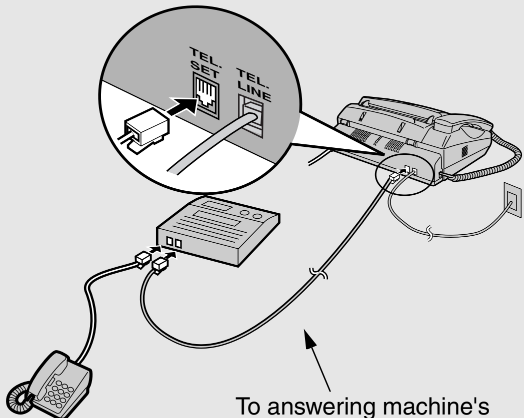
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

♦ **Important:** If the answering machine is not connected to the **TEL. SET** socket on the fax as shown, the setup will not operate properly.

1 **Remove the seal covering the TEL. SET socket.**



2 **Connect the answering machine's telephone line plug to the TEL. SET socket.**



To answering machine's telephone line socket.

Changing the outgoing message

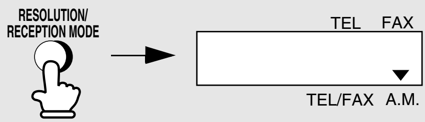
The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

- ♦ It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.
- ♦ If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

Using the Answering Machine Connection

1 **Set the reception mode to A.M.**



2 **Set your answering machine to auto answer.**

- ♦ Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- ♦ If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

Note: If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see Chapter 3, *Receiving Faxes*). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

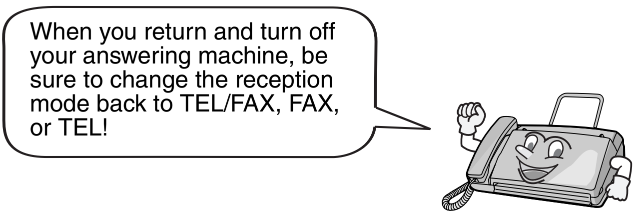
How answering machine mode operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

♦ If the connection is not good or there is noise on the line, the answering machine and/or fax machine may not respond properly.

♦ The call counter on your answering machine may indicate that voice messages were received, when only fax messages were received.

♦ To prevent the fax from taking over the line and beginning reception if you call in from an external phone or answer on an extension phone, press any three keys (other than the code to activate fax reception, "5", "*", and "*") on the dial pad of the phone. This can only be performed from a phone capable of tone dialling.



Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

Quiet Detect Time

This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 4 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine.

Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note: Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling.

To change the setting, follow the steps below.

1 **Press FUNCTION once and 4 once.**

Display:

OPTION SETTING

2 **Press # 5 times.**

QUIET DETECT TM.

3 **Enter a number from 01 to 10, or enter 00 to turn off the function.**

Example: 3 seconds (0) (3)

4 **Press** STOP **to return to the date and time display.**

Quiet Detect Start Time

This setting can be used to delay the start of the Quiet Detect Time function. For example, if you want to insert a pause at the beginning of your answering machine's outgoing message to ensure clear detection of fax signals, you can use this setting to delay the start of silence detection so that the pause will not cause the fax to take over the line.

Quiet Detect Start Timing has been set to five seconds at the factory. You can change this setting by entering a 2-digit number equal to the desired number of seconds of the delay, or turn the function off by enttering **00**. As general guide, the delay time should be slightly longer than the pause before the outgoing message.

1 **Press** FUNCTION **once and** (4) **once.**

Display:

OPTION SETTING

2 **Press** (#) **6 times.**

QUIET START TIIME

3 **Enter a 2-digit number (from 01 to 15) for the number of seconds of the delay, or enter 00 to turn off the function.**

Example: 5 seconds (0) (5)

4 **Press** STOP **to return to the date and time display.**

On A.M. Failure

When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

Note: When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

1 **Press FUNCTION once and 4 once.**

Display:

OPTION SETTING

2 **Press ⁎ 5 times.**

FAX RX A.M. FAILS

3 **Press 1 to turn on the function, or 2 to turn it off.**

4 **Press STOP to return to the date and time display.**

7. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- ♦ To use this function, you must subscribe to a caller identification service from your telephone company.
- ♦ Your fax may not be compatible with some caller identification services.

		Display:
1	**Press FUNCTION once and 4 once.**	OPTION SETTING
2	**Press * once.**	CALLER-ID
3	**Press 1 (YES) to turn on Caller ID.** **(To turn off Caller ID, press 2)**	1=YES, 2=NO
4	**Press STOP to return to the date and time display.**	

How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example

JOHN DOE	↔	525-8693
Caller's name		Caller's number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
OUT OF AREA	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

♦ After you have received 20 calls, each new call will delete the oldest call.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

1 **Press HOLD/SEARCH once and 2 once.**

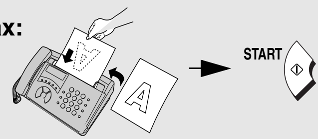
REVIEWING CALLS

2 **Press * or # to scroll through the list.**

3 **If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.**

- **Fax:** If you want to send a fax, load the document and then press START. Dialling and transmission begin.

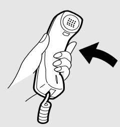
Fax:



- **Voice call:** If you want to make a voice call, pick up the handset or press SPEAKER. Dialling begins automatically.

  (If you pressed SPEAKER, pick up the handset when the other party answers.)

Voice call:



4 **Press STOP when you have finished viewing the list.**

To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press 0 while the call appears in the display. If you want to delete all calls from the list, hold 0 down for at least 3 seconds while you are viewing any number in the list.

Priority Call

With Caller ID turned on, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1	**Press FUNCTION once and 3 once.**	Display: ENTRY MODE
2	**Press * once.**	PRIORITY CALL #
3	**Press 1 to store a number.** **(To clear a previously stored number, press 2 and go to Step 5.)**	
4	**Enter the number by pressing the number keys (max. 20 digits).**	
5	**Press START to store (or clear) the number.**	
6	**Press STOP to return to the date and time display.**	

Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 60).

Duplex Ringing (Requires Subscription to Service)

If you are a subscriber to Homefax 2 or 3, or Faxline 2 or 3, which are services provided by Pacific Century CyberWorks Ltd. (PCCW), you will need to turn on Duplex Ringing. When Duplex Ringing is turned on, the fax machine will signal voice calls by a short ringing cadence and faxes by a long ringing cadence.

♦ For more information on the Homefax service, contact PCCW on 1000.

♦ ***Duplex Ringing will only operate when the reception mode is set to FAX or TEL/FAX mode.*** When a fax comes in, the fax machine will automatically answer the call after the number of rings set with the NUMBER OF RINGS setting (see page 40). Voice calls must be answered by picking up the handset.

Important:
Duplex Ringing can only be used by Homefax 2, 3 and Faxline 2, 3 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.

Follow these steps to turn on Duplex Ringing.

1 **Press FUNCTION once and 4 once.**

Display:

OPTION SETTING

2 **Press ✱ 4 times.**

DUPLEX RINGING

3 **Press 1 to turn on the function, or 2 to turn it off.**

4 **Press STOP to return to the date and time display.**

7. Special Functions

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, enter the fax numbers from which you do not want to receive faxes as shown below.

- ♦ Up to five numbers can be entered in the Anti Junk Number List. To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 8.

1 **Press FUNCTION once and (3) once.**

Display:

ENTRY MODE

2 **Press (✱) twice.**

STORE JUNK #

3 **Press (1) to store an Anti Junk number, or (2) to clear a previously stored number.**

4 **Entering: Enter a 1-digit number from "1" to "5" with the numeric keys. This number identifies the fax number that you will enter in the next step.**

(Example) (1)

Clearing: Enter the 1-digit number that identifies the fax number you want to clear, and go to step 6.

5 **Enter the fax number by pressing the number keys (max. 20 digits).**

6 **Press START .**

7 **Return to Step 4 to enter (or clear) another fax number, or press STOP to return to the date and time display.**

Polling (Requires a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

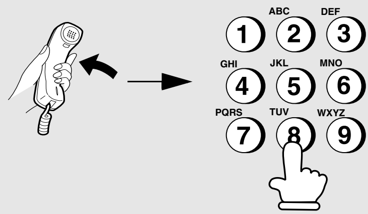
To use the polling function, you must first set Rapid Key E/POLL for use as a polling key.

♦ When Rapid Key E/POLL is set as a polling key, it cannot be used for Rapid Key dialling.

		Display:
1	**Press FUNCTION once and 4 once.**	OPTION SETTING
2	**Press ✱ twice.**	POLLING
3	**Press 1 (YES) to turn on the function.** **(To turn off the function, press 2)**	
4	**Press STOP to return to the date and time display.**	

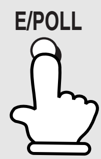
Requesting transmission

1 **Dial the fax machine you want to poll using one of the following methods:**



- Pick up the handset (or press SPEAKER) and press a Rapid Key. Wait for the fax answerback tone.
- Press SPEED DIAL and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

2 **Press E/POLL .**



- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

8. Printing Lists

You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

1 **Press FUNCTION once and 2 once.**

Display:

LISTING MODE

2 **Press * to select the Anti Junk Number List, or # to select the Telephone Number List.**

3 **Press START to print the list.**

Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Anti Junk Number List

This list shows the numbers from which reception is not allowed.

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

Headings in Transaction Report

SENDER/ RECEIVER The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

NOTE (One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

BUSY - The fax was not sent because the line was busy.

COM.E-0 to COM.E-7 - A telephone line error prevented the transaction. See *Line error* on page 68.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 **Press FUNCTION once and 4 once.**

Display:

OPTION SETTING

2 **Press # 3 times.**

TRANSACTION LIST

3 **Press a number from 1 to 4 to select the condition for printing.**

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERROR PRINT	A report will be printed only when an error occurs.
3	SEND ONLY	A report will be printed after each transmission.
4	NEVER PRINT	A report will never be printed.

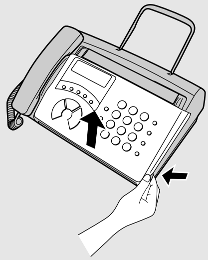
4 **Press STOP to return to the date and time display.**

9. Maintenance

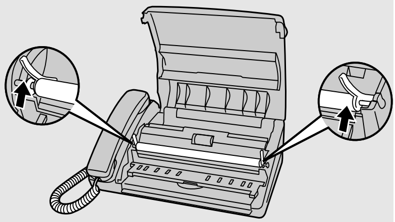
Cleaning the scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of your transmitted images and copies.

1 Grasp the finger hold and pull up to open the operation panel.

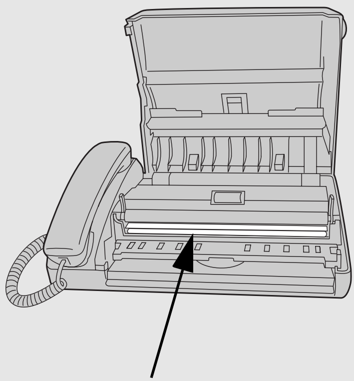


2 Flip up the green levers on each side of the white roller.

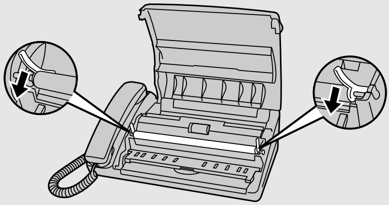


3 Wipe the scanning glass and rollers with a cotton pad.

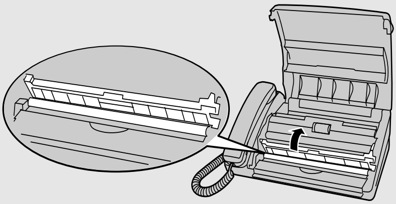
- Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt will cause vertical lines on transmitted images and copies. (If necessary, wipe with denatured alcohol.)
- Adhesive cellophane tape is useful for removal of debris from the rollers.



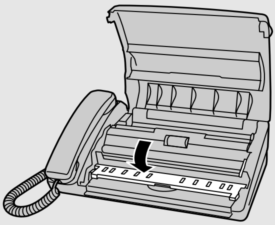
4 **Flip down the green levers on each side of the white roller.**



5 **Flip up the front paper guide and wipe the roller under it.**

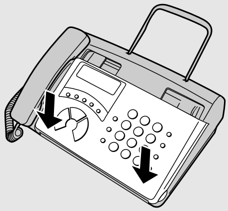


6 **Flip down the front paper guide.**



7 **Close the operation pane.**

- Press down on both front corners of the panel to make sure it clicks into place.



Cleaning the housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- Do not use benzene or thinner. These solvents may damage or discolor the machine.

10. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the **SPEAKER** key.	• Make sure the handset cord is connected to the correct socket. See *Connecting the handset* on page 9.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Dial mode* on page 11.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine. • Make sure that the thermal paper is properly loaded in your fax machine. (If the roll has been loaded backwards, nothing will be printed.)
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability. • Make sure you are using the recommended thermal paper. See *Loading the Thermal Paper* in Chapter 1.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	• Make sure the operation panel is completely closed (press down on both sides of the panel).
The quality of copies is poor and/or dark vertical lines appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 66.
Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.

Answering machine connection

Problem	Solution
The answering machine connection does not operate properly.	• Make sure your fax machine's reception mode is set to A.M. • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that the Quiet Detect Time setting is set to three or four seconds (see page 51).

General problems

Problem	Solution
Voice calls taken on an extension phone are interrupted by the fax.	• The fax may interrupt during a voice call if the reception mode is set to A.M.. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 23).

Messages and Signals

Display messages

Note: If you have turnen on the Caller ID funciton, see Caller ID in Chapter 7 for display messeges related to Caller ID.

CHECK PAPER	The thermal paper is jammed or isn't loaded properly. Remove and reload the paper. (See the following section, *Clearing Paper Jams*.)
COVER OPEN	The operation panel is open. Close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*.
FUNCTION MODE	The **FUNCTION** key has been pressed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** key again to take the other party off hold.
LINE BUSY	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine doesn't answer. Press the **STOP** key to clear the message.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* on page 68.
MEMORY IS FULL (FO-51/FO-71 only)	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible, resolve the problem so that printing can continue, see *Substitute Reception to Memory* on page 44.
NO DATA	This appears if you attempt to search for an auto-dial number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).

OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You have run out of thermal paper. Load a new roll of thermal paper as explained in *Loading the Thermal Paper* in Chapter 1.
OVER HEAT	The print head has overheated. Operation can be continued after it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic redialling* on page 37.)

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	Continuous (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

Clearing Paper Jams

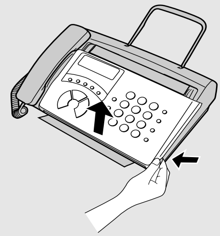
Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing .

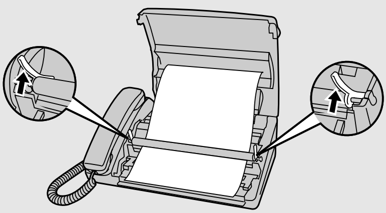
If the document doesn't feed out, remove it as explained below.

Important:
Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

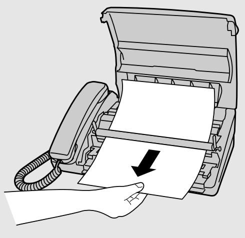
1 **Grasp the finger hold and pull up to open the operation panel.**



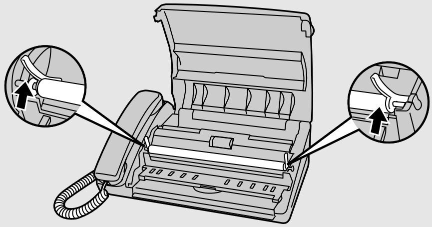
2 **Flip up the green levers on each side of the white roller.**



3 **Remove the document.**

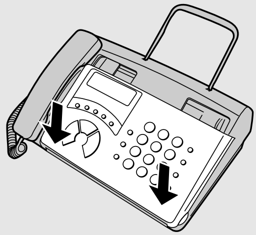


4 **Flip down the green levers on each side of the white roller.**



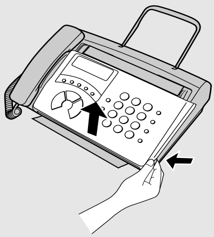
5 **Close the operation panel, making sure it clicks into place.**

- Press down on both front corners of the panel to make sure it clicks into place.

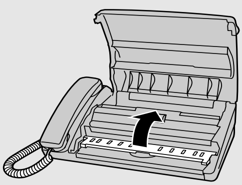


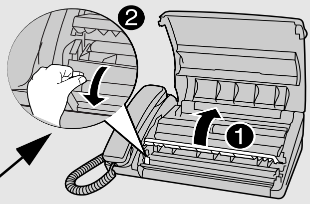
Clearing jammed printing paper

1 **Grasp the finger hold and pull up to open the operation panel.**



2 **Flip up the front paper guide**

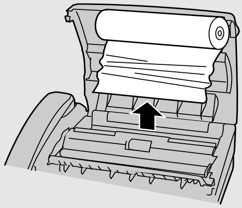




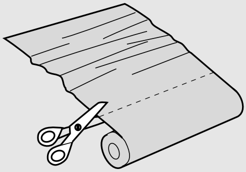
Press the knob to make sure the front side of the metal guide is down.

3 **Remove the paper roll.**

- **For FO-71 only:** Remove any cut pieces of paper from the paper compartment.

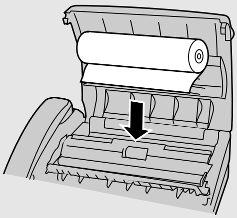


4 **Cut off the wrinkled part of the paper.**



5 **Reload the paper.**

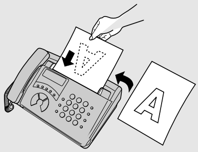
- Jammed paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in *Loading the Thermal Paper* in Chapter 1.



Quick Reference Guide

Sending Faxes

Place your document (up to 5 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press SPEAKER .
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press START .

Rapid Key Dialling

Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialling

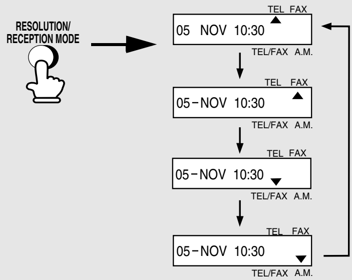
1. Press SPEED DIAL .
2. Enter 2-digit Speed Dial number.
2. Press START .

Direct Keypad Dialling

1. Dial the fax number.
2. Press START .

Receiving Faxes

Press the RESOLUTION/ RECEPTION MODE until the arrow in the display points to the desired reception mode (make sure the document feeder is empty).



TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax reception, press START .

FAX mode: The fax machine automatically answers and receives faxes.

TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls (including manually dialled fax transmissions) are signalled by a special ringing sound.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

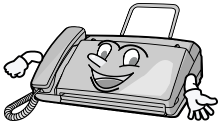
Index

R

S

T

簡介



自動撥號	快速撥號：5 個號碼 縮位撥號：35 個號碼
傳真紙	**首次使用的紙卷**（隨傳眞機附送）： 10 公尺 **更換用紙卷**（未附送）： FO-20PR 30 公尺（12.7 公釐核心）
紙張裁切模式	FO-11/FO-51：手動裁切 FO-71：自動切紙器
記憶體大小 * **（僅限於 FO-51/FO-71）**	448 KB（平均約爲 17 頁）
數據機速度	9,600 bps，自動降回到較低速度。
傳送時間 *	約爲 15 秒
解像度	**水平**：8 像素 / 公釐 **垂直**： 標準：3.85 行 / 公釐 細緻 / 半色調：7.7 行 / 公釐 精緻：15.4 行 / 公釐
自動文件送紙器	最多 5 頁（A4 尺寸，80 g/m^2 紙張）
記錄系統	感熱式記錄
半色調（灰階）	64 階
壓縮方案	MR、MH、H2

* 根據聲寶第 1 號標準圖表在標準畫質下測試出的標準解像度（不包括通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

顯示屏	16 位數的 LCD 顯示屏
適用的電話線路	公用交換電話網路
相容性	ITU-T（CCITT）G3 模式
輸入文件尺寸	**自動送紙：** 寬度：148 至 210 公釐 長度：140 至 297 公釐 **手動送紙：** 寬度：148 至 210 公釐 長度：140 至 600 公釐
有效掃描寬度	最寬 210 公釐
有效打印寬度	最寬 210 公釐
對比度控制	自動 / 深色可調式
接收模式	TEL/FAX（電話 / 傳眞）、TEL（電話）、FAX（傳眞）、A.M.（留言機）（**註**：A.M.〔留言機〕模式用於連接留言機）
複印功能	是
電話功能	是（如果發生電源故障則無法使用）
電源要求	220 至 240 伏特的交流電、50/60 赫茲
作業溫度	攝氏 5 至 35 度
濕度	相對濕度爲 30% 至 85%
耗電量	待機：4.0 瓦特 最大：115 瓦特
尺寸	寬度：304 公釐 長度：236 公釐 高度：122 公釐
重量	約爲 2.6 公斤

秉持著不斷改善的原則，聲寶保留對產品改良的設計與規格變更的權利，恕不另行通知。以上列出的效能規格數據均爲生產單元的標稱值。個別機器的參數可能有所不同。

重要的安全資訊

請勿拆裝此傳真機或嘗試執行本操作手冊中未述及的步驟。請將傳真機的所有維修工作交由合格的維修人員處理。

請勿在附近有水的地方或在您濕透時安裝或使用傳真機。例如，不要在浴缸、洗臉盆、廚房洗槽、洗衣盆、潮濕的地下室或游泳池附近使用傳真機。請勿將任何液體濺到傳真機上。

如果發生以下任何一種情況，請先從電話插座上拔下傳真機的插頭，然後再從電源插座上拔下電源插頭，並聯絡合格的維修人員：
- 液體濺到傳真機內或傳真機淋到雨或沾到水。
- 傳真機發出異味、冒煙或發出不正常的噪音。
- 電源線磨損或損毀。
- 傳真機摔落或機殼損毀。

切勿將任何物品放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

本傳真機只能連接至 220 至 240 伏特、50/60 赫茲的接地型（3 叉腳）電源插座上。將傳真機連接至任何其他類型的電源插座將損毀機器，並致使保固失效。

切勿將任何物品插入傳真機上的插槽或開口處，這可能會導致火災或觸電的危險。如果有物品掉入傳真機內而您無法將它取出，請立即拔下傳真機的電源插頭，並洽詢合格的維修人員。

請勿將傳真機放置在不平穩的推車、支架或桌子上。如果傳真機摔落，可能會造成嚴重的損毀。

切勿在雷雨天氣安裝電話線。

切勿在潮濕的地方安裝電話插座，除非插座是專門設計用於潮濕的地方。

切勿觸摸無絕緣的電話線或接線端，除非已中斷電話線路與網路介面的連接。

在安裝或改裝電話線路時請小心。

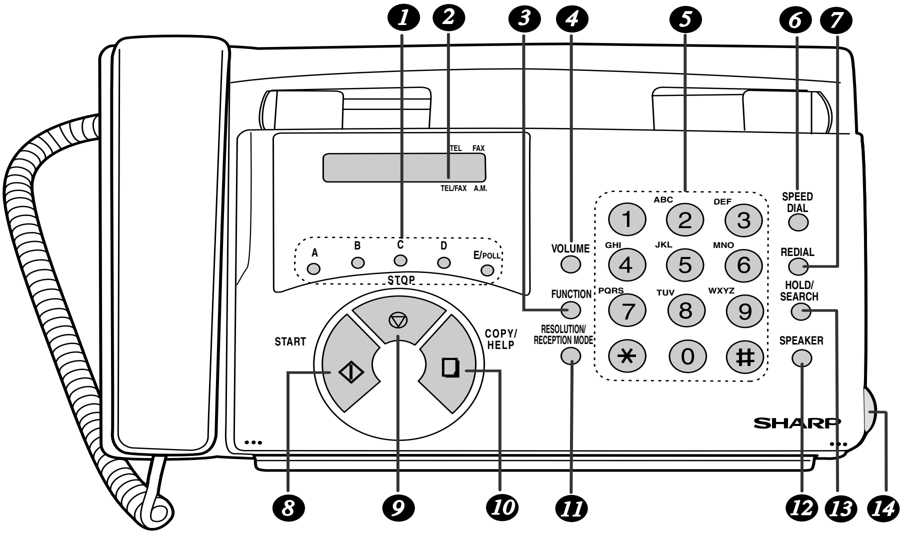
避免在雷雨天氣使用電話（無線電話除外）。否則，可能會因閃電而導致觸電的危險。

切勿在瓦斯洩漏的現場附近使用電話報告洩漏事故。

請務必將電源插座安裝在靠近設備且易於插接或拔除的地方。

目錄

操作面板概覽



1 **快速撥號鍵**
按下其中一個按鍵以自動撥打傳真號碼。

2 **顯示屏**
顯示訊息以協助您操作傳真機。

3 FUNCTION（**功能**）**鍵**
按下此鍵以選擇各種特殊功能。

4 VOLUME（**音量**）**鍵**
按下此鍵以在按下 SPEAKER 時調整喇叭音量，在平時則調整響鈴器音量。

5 **數字鍵**
使用這些鍵以進行撥號，並在儲存自動撥號號碼時輸入數字與英文字母。

6 SPEED DIAL（**縮位撥號**）**鍵**
按下此鍵以使用縮寫的 2 位數縮位撥號號碼來撥打傳真或語音號碼。

7 REDIAL（**重複撥號**）**鍵**
按下此鍵以自動重撥最後撥打的號碼。

8 START（**開始**）**鍵**
在使用縮位撥號、直接按鍵撥號或普通撥號時，按下此鍵以開始傳送。

9 **STOP（停止）鍵**
按下此鍵以取消尚未完成的操作。

10 **COPY/HELP（複印 / 說明）鍵**
在送紙器裝有文件時，按下此鍵以複印文件。在任何其他情況下，按下此鍵以打印輔助表（操作傳真機的快速參考指南）。

11 **RESOLUTION/RECEPTION MODE（解像度 / 接收模式）鍵**
在送紙器裝有文件時，按下此鍵以調整傳真或複印的解像度。在任何其他情況下，按下此鍵以選擇接收模式（顯示屏上的箭頭將會指向目前選定的接收模式）。

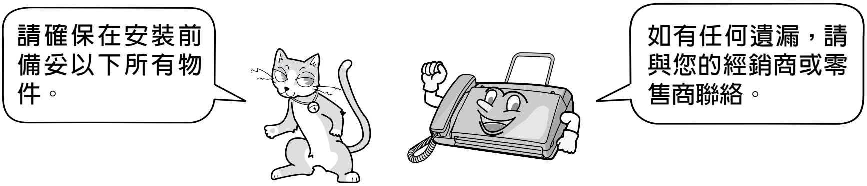
12 **SPEAKER（喇叭）鍵**
按下此鍵以在傳送文件時，透過喇叭來聆聽線路與傳真訊號。
註：這不是免持聽筒電話。您必須拿起聽筒才可與對方通話。

13 **HOLD/SEARCH（暫停 / 搜尋）鍵**
按下此鍵以搜尋自動撥號號碼；或在通話時按下此鍵以讓對方處於等候狀態。

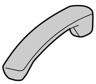
14 **面板釋放裝置**
握住此手柄並朝您的方向拉動以打開操作面板。

1. 安裝

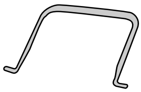
拆箱核對列表



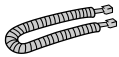
聽筒



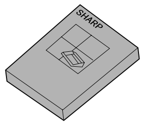
正本文件支撐架



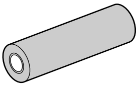
聽筒連接線



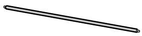
操作手冊



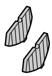
傳真紙
（紙卷樣品）



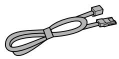
紙軸



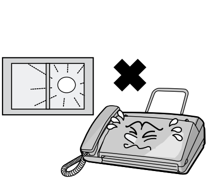
熱感紙卷墊片



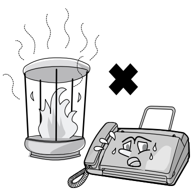
電話線



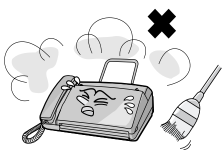
安裝注意事項



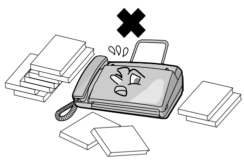
勿將傳真機放置在陽光直接照射的地方。



勿將傳真機放置在靠近暖氣裝置或空調設備的地方。



勿使傳真機沾上灰塵。



保持傳真機周圍清潔。

關於冷凝

如果將傳真機從較寒冷的地方移至較溫暖的地方，傳真機的掃描鏡上可能有冷凝，這會影響傳送文件時的正常掃描。要清除冷凝，請開啓電源並等候約兩個小時後才使用傳真機。

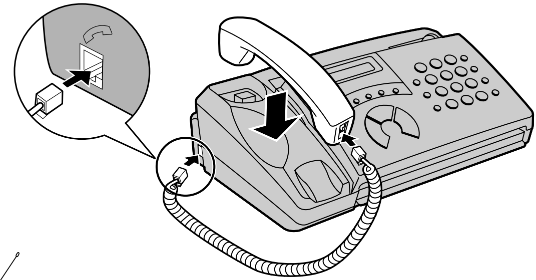
連接

連接聽筒

連接聽筒（如圖所示）並將其放置於聽筒架上。

♦ 聽筒連接線的兩端均相同，因此它們可插入任何一個插孔上。

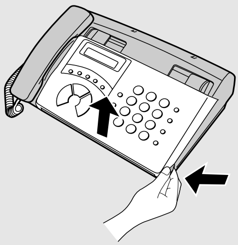




您可使用聽筒來撥打一般電話，或手動傳送與接收傳真。

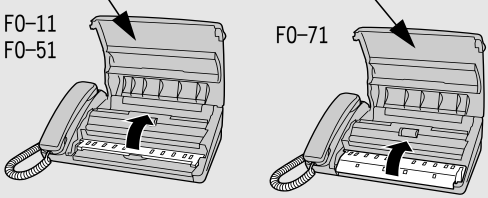
取下包裝紙

1 **握住手柄，打開操作面板。**



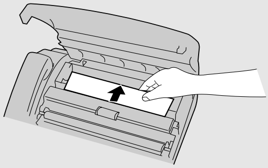
2 **翻開前紙張導板。**

註： 請勿撕下或彎曲此膠帶。

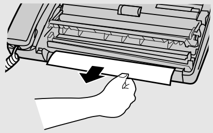


3 取下包裝紙。

FO-11
FO-51

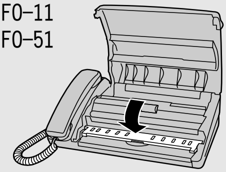


FO-71

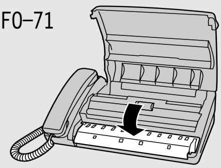


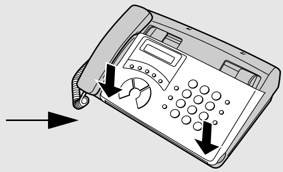
4 將前紙張導板往下翻，然後合上操作面板。

FO-11
FO-51



FO-71



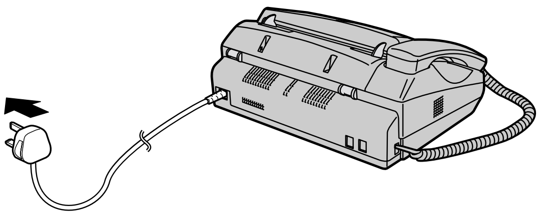


連接電源線

將電源線插入 220 至 240 伏特、50/60 赫茲的接地型交流電（3 叉腳）插座。

♦ 在中斷傳真機的連接時，請先拔下電話線，然後再拔下電源線。

♦ **注意：**
請勿將電源線插入任何其他類型的插座。這將損毀傳真機，且該損毀將不在保固所涵蓋的範圍內。

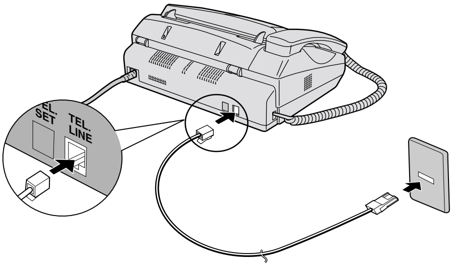




連接電話線

將電話線的一端插入傳真機背面標為 TEL.LINE（**電話線路**）的插孔中，然後將另一端插入牆上電話插座。

撥號模式：
傳真機已設定為音頻式撥號。如果您正在使用脈衝式撥號線路，您必須將傳真機設定為脈衝式撥號。請按下操作面板上的按鍵（如下所示）：



1 依次按一下 FUNCTION 與 4 。

顯示屏上將會顯示：

OPTION SETTING（選項設定）

2 按 4 下 # 。

DIAL MODE（撥號模式）

3 **選擇撥號模式：**

TONE（**音頻式**）： 1　　PULSE（**脈衝式**）： 2

4 按下 STOP 以結束。

註釋：

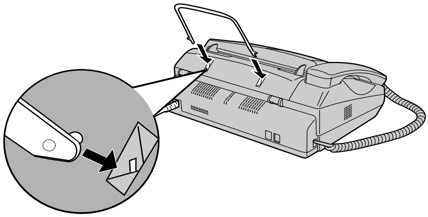
- 本傳真機不能用於具有來電等待、來電轉接或您的電訊公司提供的某些其他特殊服務的線路上。如果您嘗試將傳真機與以上任何一項服務一起使用，則可能會在傳送與接收傳真訊息時遇到問題。
- 本傳真機與數碼電話系統不相容。
- 如果您所在的地區經常發生閃電或電湧事故，我們建議您為電源與電話線路安裝電湧保護器。您可從經銷商或大多數電話專賣店裡購買到電湧保護器。

移動您的傳真機並重新連接

如果要將您的傳眞機移至新的地點，請務必先拔下電話線，然後再拔下電源線。在重新連接時，請務必先連接電源線，然後再連接電話線。

安裝正本文件支撐架

安裝正本文件支撐架（如下所示）。

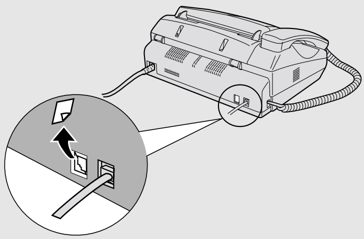


電話分機（可選的）

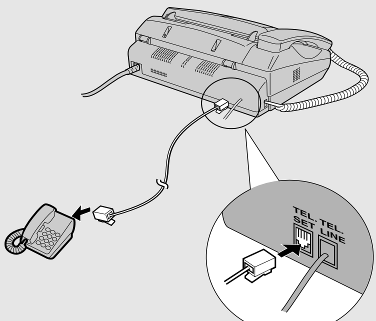
如有必要，您可將電話分機連接至傳眞機上的 TEL.SET（**電話設定**）插孔。

♦ 要將留言機連接至您的傳眞機，請參閱第 48 頁。

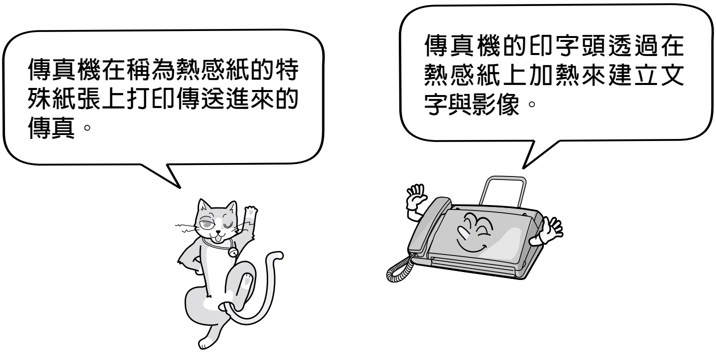
1 取下覆蓋 TEL.SET（電話設定）插孔的封條。



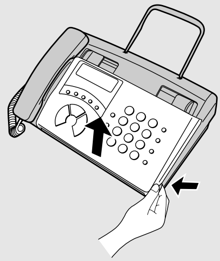
2 將電話分機的電話線連接至 TEL.SET（電話設定）插孔。



放入熱感紙

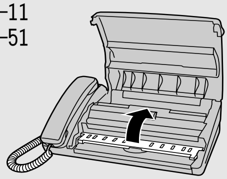


1 握住手柄（如圖所示）並向上拉起，以打開操作面板。

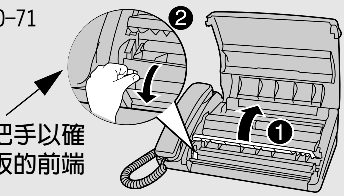


2 翻開前紙張導板。

FO-11
FO-51

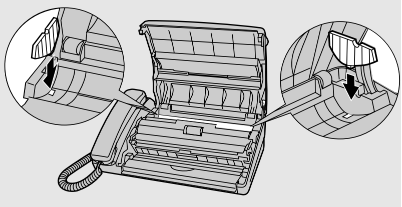


FO-71

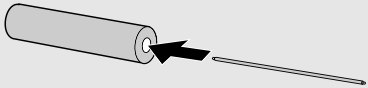


3 如果您要放入寬度為 210 公釐的紙張，請將熱感紙卷墊片放在紙槽兩側（請注意，聲寶建議您使用寬度為 216 公釐〔包括起始紙卷〕的紙張）。

- 墊片棱形的一側應朝內（相互對應）。

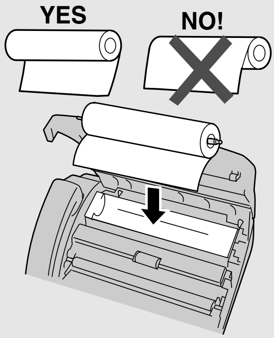


4 **打開熱感紙卷並插入紙軸。**

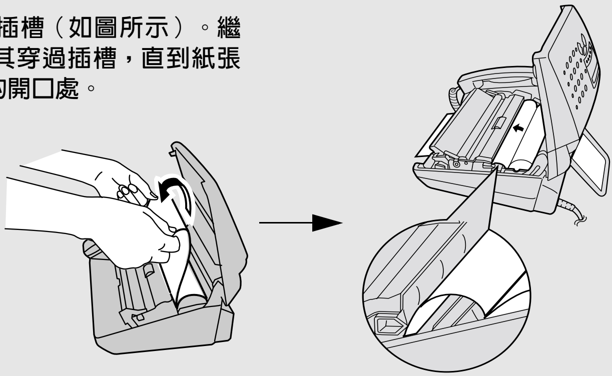


5 **將熱感紙卷放入紙槽內，並確保紙軸的兩端插入紙槽兩側的槽口中。**

- **重要事項**：請務必將紙卷放置好，以使紙張的前緣展開，如圖所示（唯有滑面的部份才可用於打印。如果紙卷放反了，則在打印後紙張將仍是空白的）。

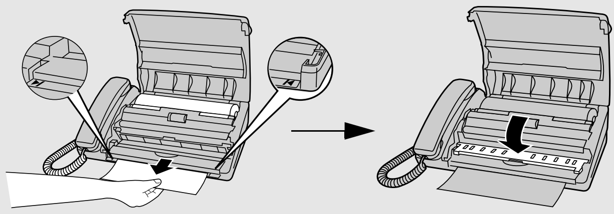


6 **將紙張的前緣放入插槽（如圖所示）。繼續將紙張推入，使其穿過插槽，直到紙張出現在傳真機前面的開口處。**

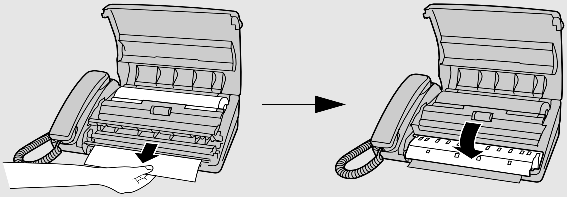


7 **請確保紙張以平直的方式推出，然後將紙張導板往下翻轉。**

FO-11
FO-51

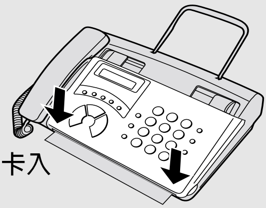


FO-71



8 **合上操作面板，並確保其卡入定位。**

- FO-11/FO-51：將退出一小節的紙張。握住紙張邊緣並向上拉以將紙張撕下。
- FO-71：將截斷一小節的紙張。



更換熱感紙

在紙張耗盡時，顯示屏上將會出現 OUT OF PAPER（無紙）的訊息。傳眞機將無法再接收與複印文件。要更換紙張，請先取出舊的紙卷，然後如上所述裝入新的紙卷。

爲延長您的傳眞機使用壽命並獲得最佳的複印品質，我們建議您使用以下的聲寶熱感紙（可向您的經銷商或零售商購買）：

FO-20PR 熱感紙（30 公尺 / 滾筒）

使用任何其他紙張可能會降低複印品質，且會在印字頭上累積過量的殘餘物。

處理熱感紙

在您要使用時才打開紙張的包裝。在以下情況下，紙張可能會變色：

♦ 將紙張存放在高濕度或高溫度的地方。

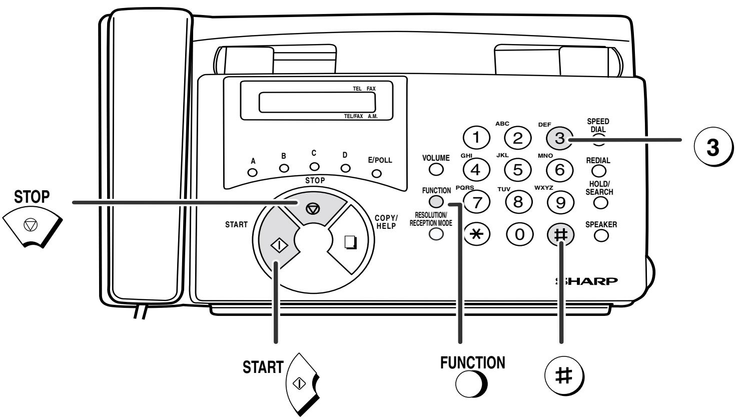
♦ 將紙張放置在陽光直接照射的地方。

♦ 與膠水、稀釋劑、或與剛印製的藍圖接觸。

♦ 在紙張上使用過橡皮擦或膠帶，或紙張已被刮擦。

輸入您的姓名與傳真號碼





1 依次按一下 FUNCTION 與 3 。

顯示屏上將會顯示：

ENTRY MODE

（輸入模式）

2 按兩下 # 。

OWN NUMBER SET

（本機號碼設定）

3 按一下 START 。

ENTER FAX #

（輸入傳眞號碼）

4 透過按下數字鍵來輸入您的傳真號碼（最多 20 位數）。

- 要在數字之間插入空格，請按下 # 。要輸入「+」，請按下 * 。
- 要清除錯誤，請按下 SPEED DIAL 。

5 按下 START 以將傳真號碼輸入記憶體中。

6 透過按下代表每個英文字母的數字鍵（如下圖所示）來輸入您的姓名。您最多可輸入 24 個字元。

範例：SHARP = 77777 444 22 7777 SPEAKER 77

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

♦ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 SPEAKER（按下 SPEAKER 可向前移動游標，按下 HOLD/SEARCH 可向後移動游標）。

♦ 要清除錯誤，請按下 SPEED DIAL。

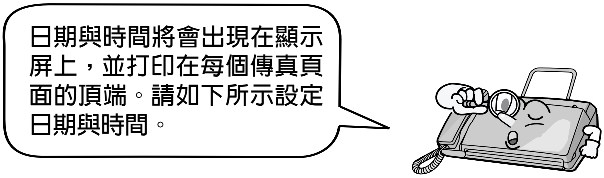
♦ 要變更小寫，請按下 REDIAL。要輸入以下其中一個符號，請重複按下 # 或 ＊ ：. / ! " # $ % & ' ( ) ＊ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

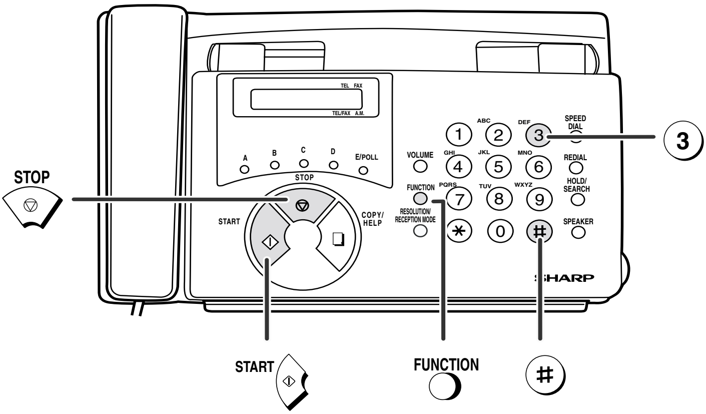
7 按下 START。

DATE & TIME SET
（日期和時間設定）

8 按下 STOP 以返回日期與時間顯示屏。

設定日期與時間





1	依次按一下 FUNCTION 與 3 。	顯示屏上將會顯示： ENTRY MODE （輸入模式）
2	按 3 下 # 。	DATE & TIME SET （日期和時間設定）
3	按一下 START 。	顯示屏上將會顯示目前設定的日期（範例）： DATE 15-08-2002 （日期:2002 年 8 月 15 日）

4 輸入表示日期的兩位數數字（「01」至「31」）。

範例：5 日 (0) (5) → DATE 05-08-2002
（日期:2002 年 8 月5 日）

- 要更正錯誤，請按下 SPEED DIAL 以將游標移至出現錯誤的位置，然後輸入正確的數字。

5 輸入表示月份的兩位數數字（「01」表示一月、「02」表示二月、「12」表示十二月，以此類推）。

範例：一月 (0) (1) → DATE 05-01-2002
（日期:2002 年 1 月5 日）

6 輸入年份（四位數）。

顯示屏上將會顯示目前設定的時間（範例）：

範例：2002 (2) (0) (0) (2) → TIME 12:19
（時間:12:19）

7 輸入表示小時的兩位數數字（「00」至「23」）以及表示分鐘的兩位數數字（「00」至「59」）。

範例：9:25 (0) (9) (2) (5) → 05-JAN 09:25
（1 月5 日 09:25）

8 按下 START 以啓動時鐘。 → STORE JUNK #
（儲存限制接收號碼）

9 按下 STOP 以返回日期與時間顯示屏。

設定接收模式

您的傳真機具有以下四種接收傳送進來的傳真之模式：

TEL（**電話**）模式：
此模式最適用於接聽來電。您亦可使用此模式來接收傳真，但必須先拿起傳真機的聽筒或連接至同一線路的電話分機之聽筒來接聽所有來電。

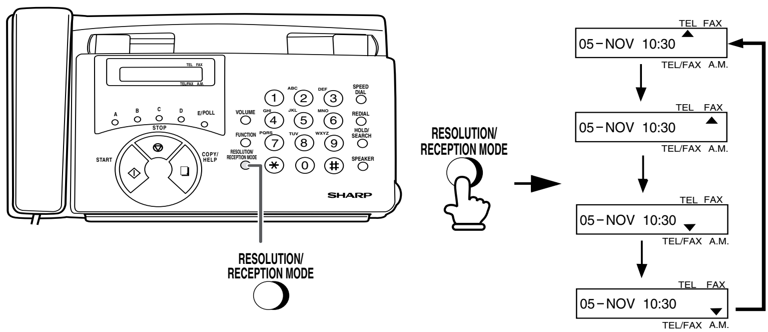
FAX（**傳真**）模式：
如果您僅用來接收傳真，請選擇此模式。傳真機將自動接聽所有呼叫並接收傳送進來的傳真。

TEL/FAX（**電話 / 傳真**）模式：
此模式適用於接收傳真與接聽語音來電。在接收到呼叫時，傳真機將探測該呼叫是否爲語音來電（包括手動撥號的傳真），或自動撥號傳真。如果是語音來電，傳真機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳真，傳真機將開始自動接收。

A.M.（**留言機**）模式：
只有在您已將留言機連接至傳真機時，才可使用此模式（請參閱第 6 章）。在您外出時請選擇此模式，以讓留言機接聽留言，並讓傳真機接收傳真。

設定接收模式

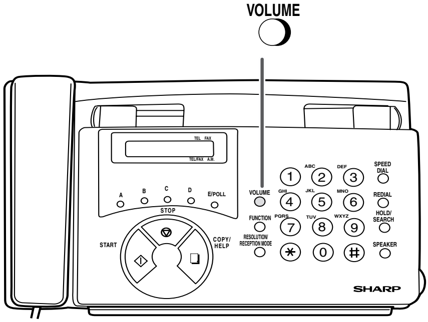
確保**文件送紙器中沒有放入**文件，然後按下 RESOLUTION/RECEPTION MODE ，直到顯示屏上的箭頭指向所要的模式。



要獲得有關在 FAX（傳真）、TEL（電話）及 TEL/FAX（電話 / 傳真）模式中接收傳真的更多資訊，請參閱第 3 章的「接收傳真」（第 38 頁）。要獲得有關使用 A.M.（留言機）模式的更多資訊，請參閱第 6 章。

調整音量

您可使用 VOLUME 來調整喇叭與響鈴器的音量。



喇叭

1 按下 SPEAKER 。

2 按一下或多下 VOLUME 以選擇所要的音量。

- 再次按下 SPEAKER 以關閉喇叭。

顯示屏上將會顯示：

SPEAKER:MIDDLE
（喇叭:中）

SPEAKER:HIGH
（喇叭:高）

SPEAKER:LOW
（喇叭:低）

響鈴器

1 按下 VOLUME 以選擇所要的音量。

（請確保沒有按下 SPEAKER 且沒有拿起聽筒。）

- 響鈴器將在選定的音量響鈴一次，然後顯示屏上將重新出現日期與時間。

顯示屏上將會顯示：

RINGER:LOW
（響鈴器:低）

RINGER:MIDDLE
（響鈴器:中）

RINGER:HIGH
（響鈴器:高）

RINGER:OFF OK?
（是否關閉響鈴器？）

2 如果您選定 RINGER:OFF OK?（是否關閉響鈴器？），請按下 START 。

2. 傳送傳真

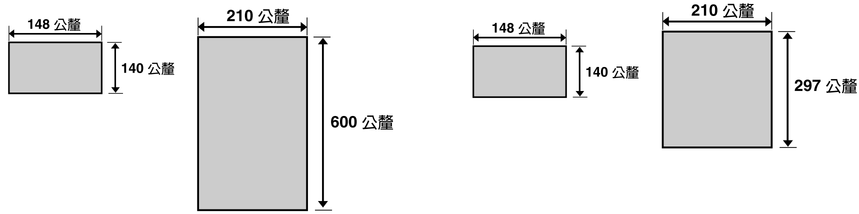
可傳送的文件

尺寸與重量

您可在文件送紙器中放入的文件尺寸與重量，取決於您一次放入一頁或一次放入多頁紙張。

一次放入一頁： **一次放入多頁：**

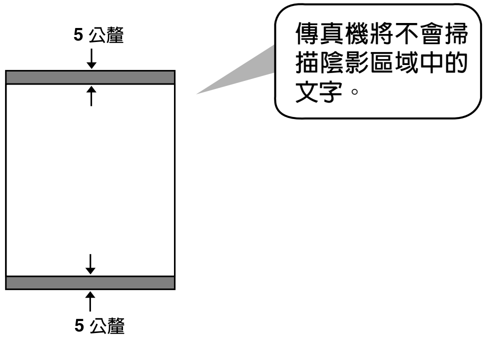
最小尺寸　最大尺寸　最小尺寸　最大尺寸



最小重量　最大重量　最小重量　最大重量

一次放入一頁：最小重量	一次放入一頁：最大重量	一次放入多頁：最小重量	一次放入多頁：最大重量
52 g/m²	157 g/m²	52 g/m²	80 g/m²

註：傳眞機將不會掃描文件邊緣的文字或圖形。



其他限制

♦ 掃描器無法識別黃色、淺黃綠色或淺藍色的墨水。

♦ 在將文件送入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已乾透。

♦ 在將文件放入送紙器之前，所有的迴形針、釘書針與圖釘均須先從文件上取下。否則，傳真機可能會因而損毀。

♦ 凡是有修補過、含膠帶、撕破、小於最小尺寸、可複寫、易弄髒或滑面的文件均應事先複印，然後再將副本放入送紙器中。

放入文件

送紙器一次最多可放入 5 頁的紙張。這些紙張將從底部頁面開始自動送入傳真機中。

♦ 如果您要傳送或複印的文件超過 5 頁，您可在掃描最後一頁的前一刻，將其餘的頁面小心地輕放在送紙器中。請勿嘗試強行推入紙張，因爲這樣可能會導致雙重送紙或夾紙的情況發生。

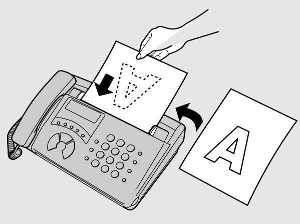
♦ 如果您的文件中包含幾頁大或厚的紙張，且這些紙張必須一次一頁地放入，請在掃描前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

1 將文件導板調整至您文件的寬度。



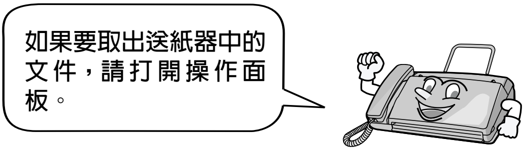
2 將文件正面朝下插入文件送紙器中。文件的頂端邊緣必須先放入送紙器中。

● 顯示屏上將會出現 READY TO SEND（傳送就緒）訊息。



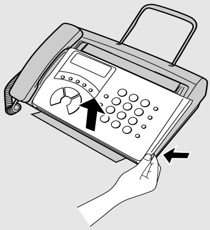
3 **請按照以下的解像度與對比度所述，調整解像度與 / 或對比度設定值，然後如第 28 頁所述，撥打接收方傳真機號碼。**

取出送紙器中的文件



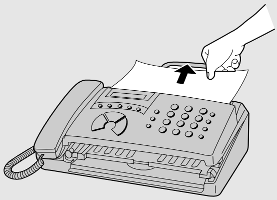
重要事項！
如果沒有按以下的說明先鬆開文件，請勿嘗試將文件取出，這可能會損壞送紙器的機件。

1 **握住手柄並向上拉以打開操作面板。**



2 **取出文件。**

- 如果您無法取出文件，請參閱第 75 頁的「清除夾紙」。



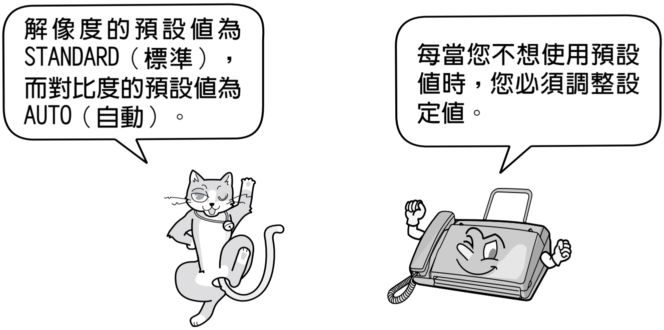
3 **合上操作面板。**

- 向下按面板前面的兩個邊角，以確保其卡入定位。



調整解像度與對比度

如有必要，您可在傳送文件之前先調整解像度與對比度。



註：解像度與對比度的設定值僅適用於傳送文件，對於接收文件則無效。

解像度設定值

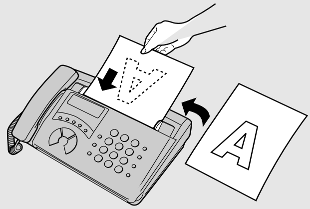
STANDARD（標準）	對於一般文件，請使用 STANDARD（標準）設定值。這是最快且最經濟的文件傳送方式。
FINE（細緻）	對於含有細小文字或精緻圖形的文件，請使用 FINE（細緻）設定值。
SUPER FINE（精緻）	對於含有極小文字或極精緻圖形的文件，請使用 SUPER FINE（精緻）設定值。
HALF TONE（半色調）	對於相片與插圖，請使用 HALF TONE（半色調）設定值。傳真機會以 64 灰階陰影傳送正本文件。

對比度設定值

AUTO（自動）	對於一般文件，請使用 AUTO（自動）設定值。
DARK（深色）	對於文字模糊的文件，請使用 DARK（深色）設定值。

1 **放入文件。**

- 您必須先放入文件，然後才可調整解像度與對比度。



2 **按一下或多下 RESOLUTION/RECEPTION MODE 直到顯示屏上出現所要的解像度與對比度設定值。**

- 在您第一次捲動解像度設定值列表時，對比度設定值 AUTO（自動）將出現在每個解像度設定值的旁邊。在您第二次捲動列表時，顯示屏上將出現對比度設定值 DARK（深色）。

顯示屏上將會顯示：

STANDARD :AUTO
（標準 :自動）
↓
FINE :AUTO
（細緻 :自動）
↓
SUPER FINE :AUTO
（精緻 :自動）
↓
HALF TONE :AUTO
（半色調 :自動）
↓
STANDARD :DARK
（標準 :深色）
↓
↓
HALF TONE :DARK
（半色調 :深色）

註：如果您要使用 SUPER FINE（精緻）解像度傳送文件，那麼接收方傳真機也必須具有相同的解像度。否則，您的傳真機將自動使用另一個最適用的可選設定值。

透過普通撥號傳送傳真

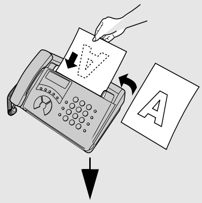
如果要使用普通撥號，您可拿起聽筒（或按下 SPEAKER ），然後透過按下數字鍵進行撥號。

♦ 如果有人接聽，則您可先透過聽筒與他們通話，然後才傳送傳眞（如果您已按下 SPEAKER ，則必須拿起聽筒與他們通話）。

♦ 普通撥號容許您聆聽線路訊號並確定對方的傳眞機是否有回應。

1 **放入文件。**

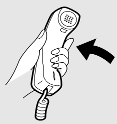
● 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與／或對比度。



READY TO SEND

（傳送就緒）

2 **拿起聽筒或按下 SPEAKER 。聆聽撥號音。**



或



3 **透過按下數字鍵來撥打接收方傳真機的號碼。**



4 **等待連接。取決於接收方傳真機的設定值，您將聽到傳真訊號或對方接聽的聲音。**

● 如果對方接聽，要求對方按下其傳眞機的開始鍵（如果您已按下 SPEAKER ，請拿起聽筒與他們通話）。這樣可使接收方傳眞機發出傳眞訊號。

5 **在您聽到傳真訊號時，請按下 START 。如果您使用的是聽筒，請將其放回原處。**

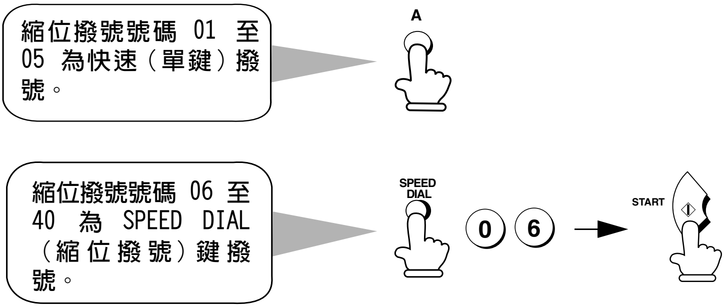
- 在傳送完成後，傳真機會發出一次嗶聲。

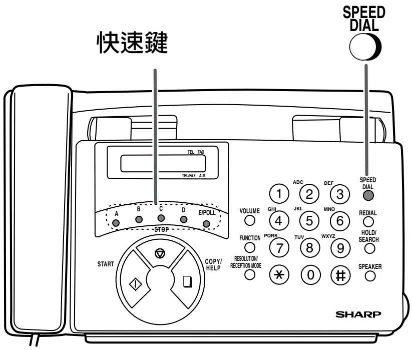
透過自動撥號傳送傳真

您僅需透過按下快速鍵或按下 SPEED DIAL 並輸入兩位數的數字，即可撥打傳真或電話號碼。

♦ 要使用自動撥號，您必須先在傳真機中儲存完整的傳真或電話號碼。

♦ 在您儲存傳真或電話號碼時，您可為它選擇一個兩位數的縮位撥號號碼。共有 40 個縮位撥號號碼可供您使用。





將傳真與電話號碼儲存為自動撥號號碼

1 依次按一下 FUNCTION 與 3 。

顯示屏上將會顯示：

ENTRY MODE
（輸入模式）

2 按一下 # 。

FAX/TEL # MODE
（傳真 / 電話號碼模式）

3 按一下 1 以選擇 SET（設定）。

4 透過按下數字鍵，輸入兩位數的縮位撥號號碼（01 至 05 用於快速撥號，06 至 40 用於縮位撥號）。

0 1 （範例）

5 透過按下數字鍵來輸入傳真或語音號碼。您最多可輸入 32 位數（註：無法輸入空格）。

- 要清除錯誤，請按下 SPEED DIAL 。
- 如果爲了存取某項特殊服務或接通外線而需要在任何數字之間暫停，請按下 REDIAL 。暫停將以連字號顯示（每次暫停將持續兩秒）。您可在一列內輸入多次暫停。

6 按下 START 。

7 **透過按下代表每個英文字母的數字鍵（如下圖所示）以輸入名稱。您最多可輸入 10 個字元（如果您不想輸入名稱，請直接移至步驟 8）。**

♦ 範例：SHARP = 77777 444 22 7777 SPEAKER 77

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

♦ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 SPEAKER。

♦ 要變更小寫，請按下 REDIAL。要輸入以下其中一個符號，請重複按下 # 或 * ：. / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

8 **按下 START。**

9 **返回步驟 4 以儲存另一個號碼，或按下 STOP 以返回日期與時間顯示屏。**

變更號碼

要變更之前儲存的號碼，請重複執行設定程序。請選擇您要在步驟 4 中變更的快速鍵或縮位撥號號碼，然後當它們在步驟 5 與 7 中出現在顯示屏上時，變更號碼與 / 或名稱。

註：傳真機使用的是鋰電池，可在電源關閉時將自動撥號號碼與其他設定的資訊儲存在記憶體中。在電源關閉時，所消耗的主要是電池電能。如果電源持續關閉，則電池的使用壽命大約為 5 年。如果電池電能已耗盡，請洽詢您的經銷商或零售商以將其更換。請勿嘗試自己更換。

清除自動撥號號碼

如果您需要清除號碼，請執行以下步驟：

1	依次按一下 FUNCTION 與 3 。	顯示屏上將會顯示： ENTRY MODE （輸入模式）
2	按一下 # 。	
3	按下 2 以選擇 CLEAR（清除）。	
4	透過按下數字鍵來輸入您要清除的縮位撥號號碼。	
5	按下 START 。	
6	返回步驟 4 以清除另一個號碼，或按下 STOP 以返回日期與時間顯示屏。	

區域碼與存取碼的連續撥號

您也可以在快速鍵或縮位撥號號碼中儲存區域碼或存取碼。要使用此號碼撥號，請參閱第 5 章「撥打電話」中的「連續撥號」。

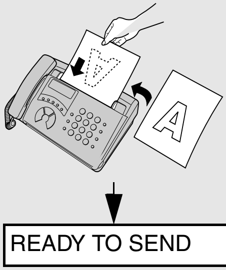
註：僅在您已拿起聽筒或在撥號之前按下 SPEAKER 鍵，才可使用儲存在快速鍵或縮位撥號號碼中的區域碼或存取碼。

透過快速撥號傳送傳真

如果您要撥打的號碼已儲存爲如同縮位撥號號碼的自動撥號（從 01 至 05），則您可透過按下相應的快速鍵來撥打此號碼。

1 **如果您要傳送傳真，請放入文件。**

- 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與／或對比度。



（傳送就緒）

2 **請按下所要的縮位撥號號碼的快速鍵（如下所示）：**

縮位撥號 01：快速鍵 A
縮位撥號 02：快速鍵 B
縮位撥號 03：快速鍵 C
縮位撥號 04：快速鍵 D
縮位撥號 05：快速鍵 E



範例：
要撥打縮位撥號號碼 01，請按下快速鍵 A。

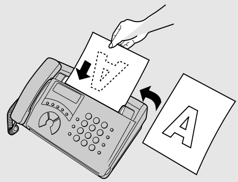
- 顯示屏上將會出現接收方的名稱。如果沒有儲存任何名稱，則顯示屏上將會出現傳眞號碼（如果名稱或號碼錯誤，請按下 STOP ）。
- 一旦建立連接，傳眞機將自動傳送文件。

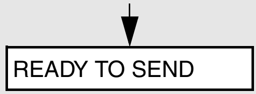
透過縮位撥號傳送傳真

您可使用縮位撥號來撥打任何已儲存爲自動撥號的號碼。

1 **放入文件。**

- 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與／或對比度。

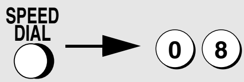




（傳送就緒）

2 **按下 SPEED DIAL ，然後透過按下數字鍵來輸入縮位撥號號碼。**

- 要輸入 1 至 9 的數字，請先輸入 0，然後再輸入該數字。



（範例）

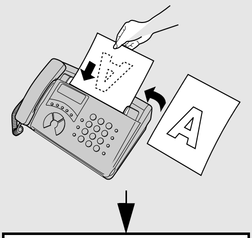
3 **檢查顯示屏。如果顯示屏上顯示的名稱或號碼正確，請按下 START**
（如果不正確，請按下 STOP ，然後重複步驟 2）。

透過直接按鍵撥號傳送傳真

您也可以使用數字鍵來輸入完整的號碼，然後按下 START 以開始撥號。如果您無需在傳真前和對方通話，則您可使用此方法撥打完整的號碼。

1 放入文件。

- 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與／或對比度。



READY TO SEND
（傳送就緒）

2 透過按下數字鍵來輸入接收方傳真機的號碼。

- 如果為了存取某項特殊服務或接通外線而需要在任何數字之間暫停，請按下 REDIAL。暫停將以連字號顯示（每次暫停將持續兩秒）。您可在一列內輸入多次暫停。

3 查看顯示屏。如果顯示屏上顯示的接收方傳真機號碼正確，請按下 START。

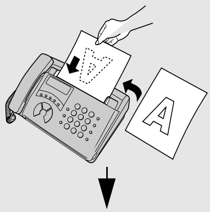
- 如果號碼不正確，請按下 STOP 以退回並清除數字（每按一次清除一個數字），然後重新輸入正確的數字。

搜尋自動撥號號碼

如果您忘記爲特定傳真號碼設定的快速鍵或縮位撥號號碼，您可透過執行以下步驟來搜尋該號碼。一旦找到該號碼，您僅需透過按下 START 即可撥號並傳送已放入的文件。

1 放入文件。

- 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與 / 或對比度。



READY TO SEND

（傳送就緒）

2 依次按下 HOLD/SEARCH 與 1 。

3 透過按一下或多下相應的數字鍵（在英文字母下方的按鍵），輸入已儲存名稱的首字母，直到該字母出現在顯示屏上。如果名稱以特殊字元或號碼為首，請按下 1 。

- 如果您忘記首字母，請移至步驟 4（您將從列表的開始處向下捲動尋找）。
- 如果您沒有爲該號碼儲存名稱，請按下 0 。這將使您捲動列表時出現號碼而非名稱。

4 按下 * 或 # 以捲動尋找名稱（如果您按下 0，則會捲動尋找號碼）。在顯示屏上出現所要的名稱時停止。

5 按下 START 。一旦建立連接，傳真機將自動傳送文件。

使用 REDIAL（重撥）鍵

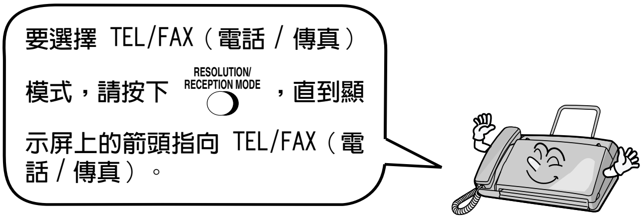
您可按下 REDIAL 以重撥最後一次撥打的號碼。要傳送文件，請在成功連接並聽到傳真訊號時按下 START 。請注意：在您按下 REDIAL 後喇叭將自動啓動。

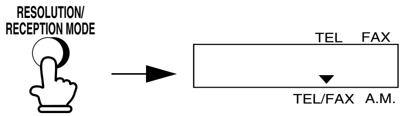
自動重複撥號

如果您在線路忙碌時使用自動撥號功能（包括直接按鍵撥號）傳送傳真，則傳真機將自動重撥該號碼。傳真機將每隔 5 分鐘嘗試重撥 2 次。要停止自動重複撥號，請按下 STOP 。

3. 接收傳真

使用 TEL/FAX（電話 / 傳真）模式





在接收模式設定爲 TEL/FAX（電話 / 傳眞）時，傳眞機會在兩聲響鈴後自動接聽所有呼叫。在接聽後，傳眞機會監視線路約五秒鐘，以查看呼叫方是否正在傳送傳眞訊號。

♦ 如果傳眞機探測到傳眞訊號（這表示呼叫爲自動撥號傳眞），則會自動開始接收傳送進來的文件。

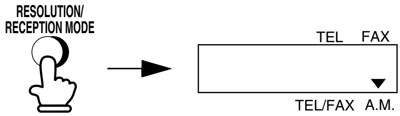
♦ 如果傳眞機沒有探測到傳眞訊號（這表示呼叫爲語音來電或手動撥號傳眞），則會響鈴 30 秒鐘（稱爲虛擬響鈴）以提示您接聽。如果您沒有在 30 秒鐘內接聽，傳眞機將傳送傳眞訊號到對方的傳眞機，以讓呼叫方在必要時手動傳送傳眞。

註：僅有傳眞機才可透過虛擬響鈴來提示您接聽語音來電或接收手動撥號傳眞。連接至同一線路的電話分機在連接傳眞機後將不會響鈴。

使用 A.M.（留言機）模式

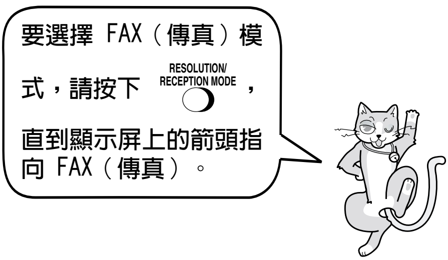
要選擇 A.M.（留言機）模式，請按下 

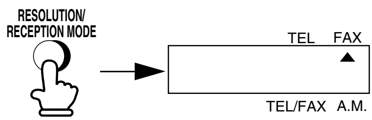
，直到顯示屏上的箭頭指向 A.M（留言機）。



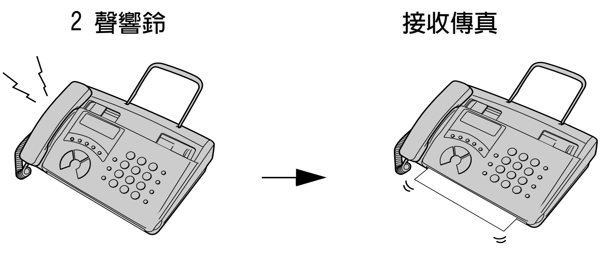
在 A.M.（留言機）模式中，如果您已將留言機連接至傳真機，則傳真機將會自動接聽留言和接收傳真訊息。請參閱第 6 章以獲得更多詳細資訊。

使用 FAX（傳真）模式





在接收模式設定為 FAX（傳真）時，傳真機將會在兩聲響鈴後自動接聽所有呼叫，並接收傳送進來的傳真。



♦ 如果您在傳真機接聽之前拿起聽筒，則您可與對方通話並 / 或接收傳真（如第 41 頁的使用 TEL〔電話〕模式所述）。

變更響鈴次數

如有必要，您可變更傳眞機在 FAX（傳眞）與 TEL/FAX（電話 / 傳眞）模式下接聽傳送進來的呼叫之響鈴次數。您可選擇從 2 至 5 的任何數字。

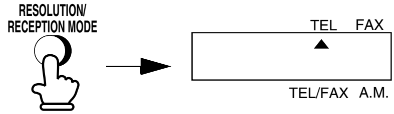
1	依次按一下 FUNCTION 與 4 。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 # 。	NUMBER OF RINGS （響鈴次數）
3	輸入所要的響鈴次數（從 2 至 5 的任何數字）。 範例：3 聲響鈴 3	
4	按下 STOP 以返回日期與時間顯示屏。	

使用 TEL（電話）模式

在接收模式設定爲 TEL（電話）時，您必須拿起傳真機或連接至同一線路的電話分機之聽筒，才可接聽所有呼叫。

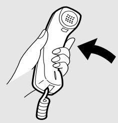


要選擇 TEL（電話）模式，請按下 RESOLUTION/ RECEPTION MODE ，直到顯示屏上的箭頭指向 TEL（電話）。

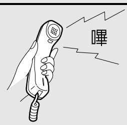


使用傳真機聽筒接聽

1 在傳真機響鈴時拿起聽筒。



2 如果您聽到傳真訊號，請等到顯示屏上顯示 RECEIVING（正在接收）訊息後，才將聽筒放回原處。

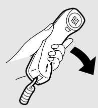


RECEIVING
（正在接收）

> **註**：如果您已將傳眞訊號接收設定值（第 43 頁）設定爲 NO（否），請按下 START 以開始接收。

3 如果對方要與您先進行通話後再傳送傳真，請在通話後按下 START（請在寄件者按下他們的開始鍵之前先按下該鍵）。

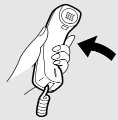
START → RECEIVING
（正在接收）



- 在顯示屏上出現 RECEIVING（正在接收）訊息時，請掛上聽筒。

使用電話分機接聽

1 在電話分機響鈴時接聽。



2 如果您聽到微弱的傳真訊號，請等待傳真機回應（電話分機將無回應），然後再掛上聽筒。



3 如果傳真機無回應，或者對方要先與您通話後再傳送傳真，請在電話分機上按一下 5 ，然後按兩下 * （僅適用於音頻式電話）。這將通知傳真機開始接收傳真。接著再掛上聽筒。

- 如果您已將傳眞訊號接收設定值（第 43 頁）設定爲 NO（否），則必須執行以上步驟。
- 如果傳眞機的送紙器中已放入文件，傳眞機將不接受開始接收的訊號（5**）。

可選的接收設定

傳真訊號接收

如果您在透過傳真機或電話分機接聽呼叫後聽到微弱的傳真訊號，傳真機將自動開始接收。如果您在同一條線路上使用電腦傳真數據機傳送文件，則您必須先關閉此功能，以防止傳真機錯誤地嘗試從電腦傳真數據機接收文件。請執行以下步驟以變更設定值。

1 依次按一下 FUNCTION 與 4 。

顯示屏上將會顯示：

OPTION SETTING
（選項設定）

2 按 3 下 * 。

FAX SIGNAL RX
（傳真訊號接收）

3 按下 1 以開啓此功能，或按下 2 以將其關閉。

4 按下 STOP 以返回日期與時間顯示屏。

變更遙距啓動傳真的號碼

如有必要，您可使用 5 以外的數字，以從電話分機上啓動傳真接收功能。您可選擇從 0 至 9 的任何數字。

1 **依次按一下 FUNCTION 與 4 。**

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 **按兩下 # 。**

TEL/FAX REMOTE #

（遙距電話 / 傳真號碼）

3 **輸入所要的數字（從 0 至 9 的任何數字）。**

範例：3 3

4 **按下 STOP 以返回日期與時間顯示屏。**

替代接收至記憶體

♦ **對於 FO-11，請注意：**此功能不適用於 FO-11。

在無法打印的情況下（例如傳真機無紙或夾紙），傳送進來的傳真將會接收至記憶體中。

在您將文件接收至記憶體時，顯示屏上將會出現 FAX RX IN MEMORY（傳真已接收至記憶體中）訊息，並交替出現 OUT OF PAPER（無紙）或 PAPER JAMMED（夾紙）訊息。在您添加紙張或清除夾紙之後，儲存的文件將會自動打印出來。

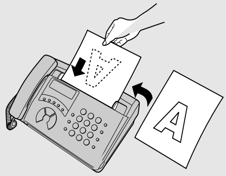
注意！
如果記憶體中儲存了文件，請勿關閉電源，否則所有的內容將被清除。

4. 複印

您的傳真機亦可用來複印文件。

1 **將文件正面朝下放入（最多 5 頁）。**

- 如有必要，請按下 RESOLUTION/ RECEPTION MODE 以設定解像度與 / 或對比度。
  （複印的解像度預設值爲 FINE〔細緻〕。）



READY TO SEND
（傳送就緒）

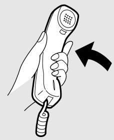
2 **在您準備開始複印時，請按下 COPY/ HELP 。**

5. 撥打電話

您可像使用普通電話一樣，使用傳眞機來撥打電話和接聽語音來電。

♦ 要撥打電話或接聽語音來電，傳眞機的電源必須開著。

1 **拿起聽筒或按下 SPEAKER 。聆聽撥號音。**



或



2 **使用以下其中一種方法撥號：**

- **普通撥號**：使用數字鍵來輸入完整的電話號碼。
- **快速撥號**：按下相應的快速鍵。
- **縮位撥號**：按下 SPEED DIAL ，然後使用數字鍵輸入 2 位數的縮位撥號號碼。



範例：按下快速鍵 A

3 **在對方接聽後即可開始通話。**

- 如果您已按下 SPEAKER ，請拿起聽筒以開始通話。

連續撥號

拿起聽筒後，您可撥打任何普通撥號、快速撥號及縮位撥號號碼的組合號碼。例如，如果您已在快速鍵中儲存了特定服務的區域碼或存取碼，則您可按下代表該區域碼或存取碼的快速鍵，然後透過按下快速鍵、按下數字鍵或按下 SPEED DIAL 並輸入兩位數的縮位撥號號碼，以撥打其餘號碼。

搜尋自動撥號號碼

您可使用 HOLD/SEARCH 來搜尋快速鍵或縮位撥號號碼。請先搜尋號碼（如第 2 章「透過自動撥號傳送傳真」中的「搜尋自動撥號號碼」所述），然後拿起聽筒或按下 SPEAKER。傳真機將自動撥打搜尋到的號碼（您無需按下 START）。

重複撥號

您可透過按下 REDIAL 以重撥最後一次撥出的號碼（您無需拿起聽筒或按下 SPEAKER）。在對方接聽後，請拿起聽筒以進行通話。

暫停

您可透過按下 HOLD/SEARCH 以在通話時讓對方處於等候狀態。在執行此步驟後，對方就無法聽到您的聲音。您可將聽筒擱在支架上，而不會中斷連接。在您準備再次與對方通話時，請拿起聽筒。如果您沒有將聽筒擱在支架上，請再次按下 HOLD/SEARCH 以恢復通話。

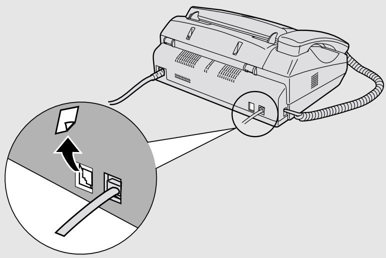
6. 留言機的連接

連接留言機

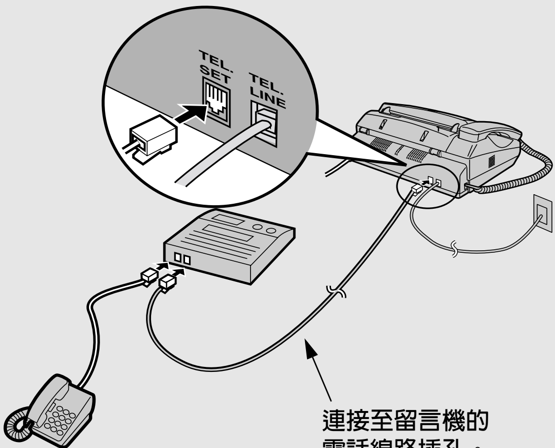
如有必要，您可將留言機連接至傳眞機的 TEL.SET（**電話設定**）插孔。這將容許您在外出時接收留言與傳眞。

♦ **重要事項**：如果未將留言機連接至傳眞機上的 TEL.SET（**電話設定**）插孔（如圖所示），則設定將無法正常操作。

1 **取下覆蓋 TEL.SET（電話設定）插孔的封條。**



2 **將留言機的電話線路插頭連接至 TEL.SET（電話設定）插孔。**



連接至留言機的電話線路插孔。

變更外出留言訊息

您應變更留言機的外出留言訊息 (OGM)，以告知要傳送傳眞的來電者按下他們的開始鍵。例如，您可錄製以下留言訊息：

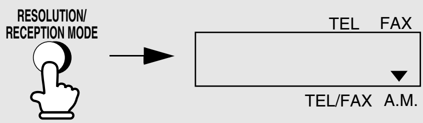
「您好，這裏是 ABC 公司。現在無人接聽您的來電。請在嗶聲後留言或按下您傳眞機的開始鍵以傳送傳眞，謝謝。」

♦ 請盡量將訊息限制在 10 秒以內。如果訊息過長，您可能無法順利接收透過自動撥號傳送的傳眞。

♦ 如果您的外出留言訊息必須超過 10 秒，請在訊息的開頭處暫停大約四秒。這樣，傳眞機將有機會探測到在使用自動撥號時傳送的傳眞訊號。

啓動留言機的連接

1 **將接收模式設定為** A.M.（**留言機**）。



2 **將您的留言機設定為自動接聽**。

♦ 您的留言機必須設定爲在最多兩聲響鈴後接聽。否則，您可能無法接收到透過自動撥號傳送的傳眞。

♦ 如果您的留言機具有節省費用的功能，請確保它可在第四聲響鈴時接聽來電。

註：如果您的留言機具有遙距擷取功能，請確保用來啓動遙距擷取功能的代碼不同於透過電話分機啓動傳眞接收的代碼（請參閱第 3 章的「接收傳眞」）。如果這兩個代碼相同，則傳眞機將會在您從其他電話輸入此代碼以擷取訊息時啓動。

留言機模式的操作方式

在您外出時，您的留言機將會接聽所有來電，並播放外出留言訊息。來電者可留言。在這段時間內，傳眞機將會監視線路狀況。如果您的傳眞機探測到傳眞訊號或超過四秒的寂靜時間，它將會操控線路並開始接收。

♦ 如果連線狀況不佳或線路有噪音，則留言機與/或傳眞機可能無法正常回應。

♦ 惟有在接收到傳眞訊息後，留言機上的來電計數器才會表示留言已接收。

♦ 爲了防止傳眞機在您使用其他電話撥打進來或使用電話分機接聽來電時操控線路並開始接收，請按下電話撥號盤上的任何三個按鍵（除了用來啓動傳眞接收的代碼「5」、「✱」及「✱」以外）。此方法僅適用於音頻式撥號電話。



可選的 A.M.（留言機）模式設定

如有必要，您可使用以下設定值來改善留言機對來電的回應。

靜默探測時間

如果傳真機在留言機接聽來電後探測到某段寂靜時間，則此功能會使傳真機操控線路並開始接收。

可選擇的寂靜時間為 1 至 10 秒。靜默探測時間在出廠時已設定為 4 秒。此設定值將使大多數留言機達到最佳效能。但是，您可能需要根據留言機的中斷時間來調整此設定值。

某些留言機的中斷時間可能非常快速（等於或略少於 4 秒），這表示留言機可能在開始接收傳真之前就已中斷線路。在這種情況下，請嘗試將靜默探測時間設定值變更為大約 3 秒。

如果傳真機在來電者開始留言之前就已斷線，請嘗試使用更長的靜默探測時間設定值。如果您的外出留言訊息包含一段寂靜時間，請確保所設定的時間比該寂靜時間來得長，或重新錄製您的外出留言訊息以縮短寂靜時間。

註：您可透過輸入「00」來設定時間以關閉靜默探測時間。但請注意，傳真機將無法接收透過普通撥號手動傳送的傳真。

要變更此設定值，請執行以下步驟。

1	依次按一下 FUNCTION 與 4 。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按 5 下 # 。	QUIET DETECT TM. （靜默探測時間）

6. 留言機

3 輸入一個介於 01 至 10 之間的數字，或輸入 00 以關閉此功能。

範例：3 秒 0 3

4 按下 STOP 以返回日期與時間顯示屏。

靜默探測開始時間

您可使用此設定值來延遲啓動靜默探測時間功能。例如，如果您要在留言機的外出留言訊息開始處插入暫停時間以確保傳眞機能清楚地探測到傳眞訊號，則您可使用此設定值來延遲寂靜探測的開始，這樣傳眞機就不會因探測到暫停時間而操控線路。

靜默探測開始時間在出廠時已設定爲五秒。您可輸入和所需延遲秒數一樣的兩位數數字以變更此設定值，或輸入 00 以關閉此功能。一般上，延遲時間應比外出留言訊息前的暫停時間稍長。

1 依次按一下 FUNCTION 與 4。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 按 6 下 #。

QUIET START TIME

（靜默探測開始時間）

3 輸入延遲秒數的 2 位數數字（從 01 至 15），或輸入 00 以關閉此功能。

範例：5 秒 0 5

4 按下 STOP 以返回日期與時間顯示屏。

留言機出現故障

在開啓此功能後，如果留言機因爲某些原因而無法在 5 聲響鈴後接聽來電，則將會由傳眞機接聽。這可確保您即使在留言機的磁帶已錄滿內容，或留言機沒有開啓時，都可接收傳眞訊息。

此功能在出廠時已被關閉。如果您要開啓此功能，請執行以下步驟：

註：在開啓此功能時，請確保留言機已設定爲在 4 聲（或更少）響鈴後接聽。否則，傳眞機將一直搶先接聽，因而導致來電者無法留言。

1 依次按一下 FUNCTION 與 4 。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 按 5 下 ＊ 。

FAX RX A.M. FAILS

（傳眞接收留言失敗）

3 按下 1 以開啓此功能，或按下 2 以將其關閉。

4 按下 STOP 以返回日期與時間顯示屏。

7. 特殊功能

來電顯示（需要另行申請的服務）

如果您向電訊公司申請來電顯示服務，則您可設定傳真機以在響鈴時顯示來電者的姓名與號碼。

重要事項：

♦ 要使用此功能，您必須向電訊公司申請來電顯示服務。

♦ 您的傳真機可能無法與某些來電顯示服務配合使用。

1	依次按一下 FUNCTION 與 4 。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 * 。	CALLER-ID （來電顯示）
3	按下 1 （YES〔是〕）以開啓來電顯示功能。 （要關閉來電顯示功能，請按下 2 。）	1=YES, 2=NO （1 = 是，2 = 否）
4	按下 STOP 以返回日期與時間顯示屏。	

來電顯示功能的操作方式

在您接聽來電時，顯示屏上將在開始第二聲響鈴前的那一刻，交替出現來電者的姓名與電話號碼。此資訊會一直顯示，直到線路中斷爲止。

註：某些來電顯示服務可能不會提供來電者的姓名。在這種情況下，顯示屏上僅會出現電話號碼。

顯示屏範例

JOHN DOE	◀▶	525-8693
來電者姓名		**來電者電話號碼**

顯示屏訊息

如果傳眞機在響鈴時沒有顯示來電者資訊，則顯示屏上將出現以下某則訊息：

NO SERVICE（無提供服務）	沒有收到電訊公司的來電者資訊。請確保電訊公司已啓動您的服務。
CALLER-ID ERROR（來電顯示發生錯誤）	電話線路上的噪音影響來電者資訊的接收。
OUT OF AREA（服務區域之外）	呼叫區域未提供來電識別服務，或來電識別服務無法與您當地電話公司的服務配合使用。
PRIVATE CALL（私人呼叫）	電訊公司應來電者的要求不提供來電者資訊。

檢視來電顯示一覽表

如果您申請了來電顯示服務，並已開啓來電顯示功能，傳眞機將會保存您最近收到的 20 個來電與傳眞資訊。您可在來電顯示一覽表中檢視此資訊（包含每位來電者的姓名與號碼）。

♦ 在您接收了 20 個來電後，每個新的來電將會刪除最早收到的來電。

請執行以下步驟以檢視顯示屏上的來電顯示一覽表。如有必要，您可立即撥打顯示屏上出現的號碼。

1 **依次按一下 [HOLD/SEARCH] 與 [2]**。

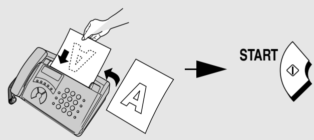
REVIEWING CALLS
（檢視呼叫）

2 **按下 [*] 或 [#] 以捲動列表**。

3 **如果您要撥打列表中的某個號碼，請捲動列表直到顯示屏上出現該號碼**。

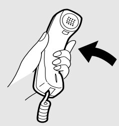
- **傳眞**：如果您要傳送傳眞，請放入文件，然後按下 [START]。傳眞機將會開始撥號與傳送。

傳眞：



- **撥打電話**：如果您要撥打電話，請拿起聽筒或按下 [SPEAKER]。傳眞機將會自動開始撥號（如果您已按下 [SPEAKER]，請在對方接聽時拿起聽筒）。

撥打電話：



4 **在您檢視完列表後，請按下 [STOP]**。

刪除來電顯示一覽表中的呼叫

如果您要刪除來電者列表中的某個呼叫，請在顯示屏上出現該呼叫時按下 0 。如果您要刪除列表中的所有呼叫，請在檢視列表中的任何號碼時按住 0 至少 3 秒鐘。

優先電話

在開啓來電顯示功能後，您可設定傳真機在收到來自指定電話號碼的呼叫時發出特殊的鈴聲。這樣一來，您無需查看顯示屏即可知道來電者的身份。

要使用此功能，請按照以下步驟輸入所要的電話號碼（僅可輸入一個電話號碼）。

1 依次按一下 FUNCTION 與 3 。

顯示屏上將會顯示：

ENTRY MODE

（輸入模式）

2 按一下 ＊ 。

PRIORITY CALL #

（優先電話號碼）

3 按下 1 以儲存號碼。

（要清除之前儲存的號碼，請按下 2 ，然後移至步驟 5。）

4 透過按下數字鍵來輸入號碼（最多可輸入 20 位數）。

5 按下 START 以儲存（或清除）號碼。

6 按下 STOP 以返回日期與時間顯示屏。

停止接收語音來電

在開啓來電顯示功能後，您可使用本章「停止接收不要的傳真」中所述的限制接收傳真功能，以停止接收來自您指定的限制接收號碼之語音來電與傳真。

在這種情況下，如果收到的語音來電或傳真來自您已指定爲「限制接收號碼」的號碼，傳真機將會在透過來電顯示服務接收該呼叫號碼時，立即中斷連接（在第二聲響鈴之前）。

要使用此功能，請按照「停止接收不要的傳真」中所述輸入您要停止接收的號碼（請參閱第 60 頁）。

雙音辨號（需要另行申請的服務）

如果您是使用由電訊盈科（PCCW）提供的 Homefax 2 或 3 或者 Faxline 2 或 3 服務，則您必須開啓雙音辨號功能。在開啓雙音辨號功能後，傳眞機會在有語音來電的情況下發出較短的鈴聲，而在有傳眞時發出較長的鈴聲。

- ♦ 要獲得有關 Homefax 服務的更多資訊，請撥 1000 與 PCCW 聯絡。
- ♦ **雙音辨號僅在接收模式設定為 FAX（傳眞）或 TEL/FAX（電話 / 傳眞）模式時已才能操作**。在傳眞傳送進來時，傳眞機將按照 NUMBER OF RINGS（響鈴次數）設定中所設定的響鈴次數來自動接收呼叫（請參閱第 40 頁）。您必須拿起聽筒才能接聽語音來電。

重要事項：
僅有 Homefax 2、3 與 Faxline 2、3 的用戶才可使用雙音辨號功能。請勿在使用普通線路時開啓雙音辨號功能，否則傳眞機將無法正常操作。

請按照以下步驟開啓雙音辨號功能。

1 依次按一下 FUNCTION 與 4 。

顯示屏上將會顯示：
OPTION SETTING
（選項設定）

2 按 4 下 ✱。

DUPLEX RINGING
（雙音辨號）

3 按下 1 以開啓此功能，或按下 2 以將其關閉。

4 按下 STOP 以返回日期與時間顯示屏。

7. 特殊功能

停止接收不要的傳真

限制接收傳真功能容許您停止接收來自您所指定的傳送方之傳真。由於沒有打印不要的「垃圾」傳真，而使您可節省紙張。要使用此功能，請輸入您不要接收其傳真的傳真號碼（如下所示）。

- 您最多可在限制接收號碼列表中輸入五個號碼。要清除限制接收號碼列表中的號碼，您必須知道代表該號碼的 1 位數數字。如果您不記得此數字，請打印限制接收號碼列表（如第 8 章所述）。

1 依次按一下 FUNCTION 與 3 。

顯示屏上將會顯示：

ENTRY MODE

（輸入模式）

2 按兩下 ✱ 。

STORE JUNK #

（儲存限制接收號碼）

3 按下 1 以儲存限制接收號碼，或 2 以清除之前儲存的號碼。

4 輸入：使用數字鍵輸入「1」至「5」的 1 位數號碼。此數字表示您將在下一步驟中輸入的傳真號碼。

（範例） 1

清除：輸入 1 位數數字，此數字代表您要清除的傳真號碼，然後移至步驟 6。

5 按下數字鍵以輸入傳真號碼（最多 20 位數）。

6 按下 START 。

7 返回步驟 4 以輸入（或清除）另一個傳真號碼，或按下 STOP 以返回日期與時間顯示屏。

輪詢（請求傳送傳真）

輪詢功能容許您在無需接線員協助的情況下，呼叫另一台傳眞機將文件（已事先放入其送紙器中）傳送至您的傳眞機。換言之，這是接收方傳眞機而非傳送方傳眞機啓動傳送作業。

要使用輪詢功能，您必須先設定用作輪詢鍵的快速鍵 E/POLL（E/ 輪詢）。

♦ 在將快速鍵 E/POLL（E/ 輪詢）設定爲輪詢鍵後，您無法將其用作快速撥號。

1 依次按一下 FUNCTION 與 4 。

顯示屏上將會顯示：

OPTION SETTING
（選項設定）

2 按兩下 * 。

POLLING
（輪詢）

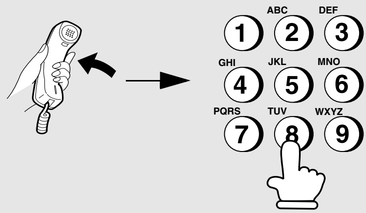
3 按下 1 （YES〔是〕）以開啓此功能。

（要關閉此功能，請按下 2 。）

4 按下 STOP 以返回日期與時間顯示屏。

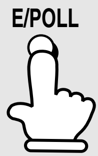
請求傳送

1 使用以下其中一種方法，撥打您要輪詢的傳真機號碼：



- 拿起聽筒（或按下 SPEAKER ），按下快速鍵。等待傳眞機的回應訊號。
- 按下 SPEED DIAL ，然後輸入 2 位數的縮位撥號號碼。
- 使用數字鍵輸入完整的號碼。

2 按下 E/POLL 。



- 如果您使用的是聽筒，請在顯示屏上出現 POLLING（輪詢）訊息時將其放回原處。開始接收。

8. 打印列表

您可打印顯示已輸入傳真機的設定值與資訊之列表。這些列表將在下面予以詳細介紹。要打印列表，請執行以下步驟。

1 依次按一下 FUNCTION 與 2 。

顯示屏上將會顯示：

LISTING MODE

（列表模式）

2 按下 * 以選擇 Anti Junk Number List （限制接收號碼列表），或按下 # 以選擇 Telephone Number List（電話號碼表）。

3 按下 START 以打印列表。

電話號碼表

此列表顯示已儲存爲自動撥號的傳真與電話號碼。

限制接收號碼列表

此列表顯示不容許接收其呼叫的號碼。

傳真記錄

傳眞機在操作完成後會自動打印傳眞記錄，以供您核對結果。傳眞機在出廠時設定爲僅在發生錯誤時才打印此記錄。

♦ 您無法隨時打印傳眞記錄。

傳真記錄標題

SENDER/RECEIVER（**寄件者 / 收件者**）	傳眞作業中對方傳眞機的名稱或傳眞號碼。如果該傳眞機不具有來電顯示功能，則顯示屏上將會出現通訊模式（例如：「G3」）。
START（**開始時間**）	開始傳送 / 接收的時間。
TX/RX TIME（**傳送 / 接收時間**）	傳送 / 接收所需的總時間。
PAGES（**頁數**）	已傳送 / 接收的頁數。
NOTE（**附註**）	（報告中的 NOTE〔**附註**〕欄下將會出現以下其中一個附註，說明該作業是否已成功執行；如果未能成功執行，則將提供失敗的原因。） OK（**正常**）－傳送 / 接收成功。 P.FAIL（**電源故障**）－因電源故障而無法執行。 JAM（**夾紙**）－因打印紙或文件夾紙而無法執行。 BUSY（**佔線**）－因線路忙碌而無法傳送傳眞。 COM.E-0 to COM.E-7（**通訊錯誤 0 至 7**）－因電話線路錯誤而無法執行。請參閱第 68 頁的「線路錯誤」。 CANCEL（**取消**）－由於按下了 STOP（**停止**）鍵、送紙器中無文件，或傳眞機不具有對方傳眞機所要求的傳送功能而取消該作業。如果您要嘗試傳眞，請確保已將文件放入送紙器中。如果您要接收傳眞，請與傳送方聯絡以瞭解對方嘗試傳送傳眞的方式。

傳真記錄的打印條件

您可變更打印傳眞記錄的條件。請執行以下步驟。

1 依次按一下 FUNCTION 與 (4)。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 按 3 下 (#)。

TRANSACTION LIST

（傳眞記錄）

3 按下從 (1) 至 (4) 的數字以選擇打印條件。

(1)	ALWAYS PRINT（隨時打印）	在每次傳送、接收或出現錯誤後打印記錄。
(2)	ERROR PRINT（錯誤打印）	僅在錯誤出現後才打印記錄。
(3)	SEND ONLY（僅在傳送後）	在每次傳送後打印記錄。
(4)	NEVER PRINT（永不打印）	永不打印記錄。

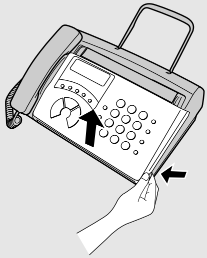
4 按下 STOP 以返回日期與時間顯示屏。

9. 維護

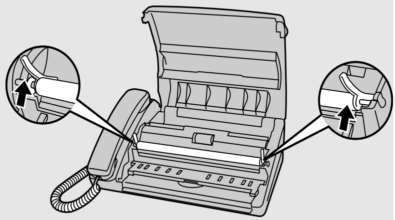
清潔掃描鏡與滾軸

請經常清潔掃描鏡與滾軸，以確保您傳送的影像與副本擁有最佳的品質。

1 **握住手柄並向上拉以打開操作面板**。

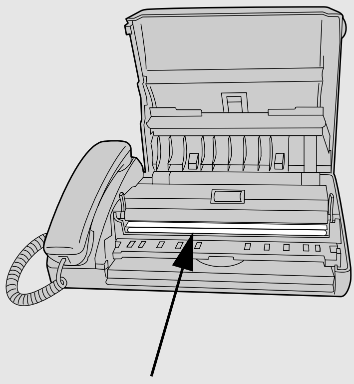


2 **扳開白色滾軸兩側的綠色桿**。

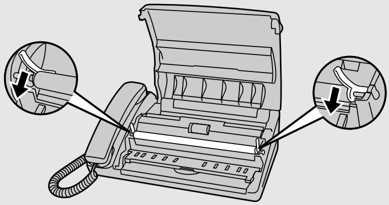


3 **用棉墊擦拭掃描鏡與滾軸**。

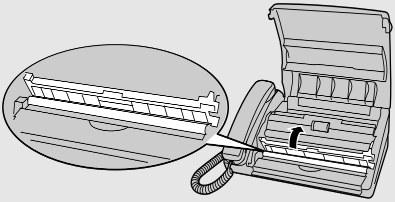
- 確保已清除所有的灰塵與污漬（例如塗改液），因為灰塵將會在傳送的影像與副本上形成垂直線條（如有必要，請以工業用酒精擦拭）。
- 用透明膠帶來清除滾軸上的碎屑極為有效。



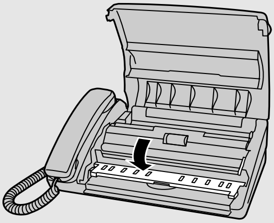
4 **按下白色滾軸兩側的綠色桿。**



5 **扳開前紙張導板並擦拭其下方的滾軸。**

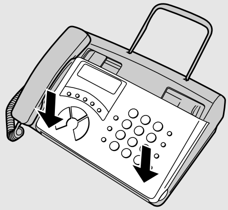


6 **合上前紙張導板。**



7 **合上操作面板。**

- 將面板前的兩個邊角往下按，以確保其卡入定位。



清潔機殼

請用一塊乾布擦拭傳真機的外部零件與表面。

注意！

- 切勿使用苯或稀釋劑。這些溶劑可能會使傳真機損毀或褪色。

10. 故障排除

問題與解決方法

線路錯誤

問題	解決方法
顯示屏上出現 LINE ERROR（線路錯誤）訊息。	嘗試重新執行操作。如果錯誤仍然存在，請檢查以下事項： • 檢查連接。從 TEL.LINE（**電話線路**）插孔到牆上插座的連接線不應超過兩公尺。 • 確保數據機裝置沒有共用同一條電話線路。 • 與對方確認以確保他們的傳真機正常操作。 • 檢查電話線路是否有線路噪音。 • 嘗試將傳真機連接至另一電話線路上。 • 如果問題仍然存在，則您的傳真機可能需要維修。

撥號與傳送問題

問題	解決方法
在您拿起聽筒或按下 SPEAKER（**喇叭**）鍵時聽不到撥號音。	• 確保聽筒連接線已連接至正確的插孔。請參閱第 9 頁的「連接聽筒」。
無法撥號。	• 確保電源線已正確插入電源插座。 • 確保電話線路已正確連接至 TEL.LINE（**電話線路**）插孔與牆上插座。 • 確保已將傳真機設定爲適用於電話線路的正確撥號模式。請參閱第 11 頁的「撥號模式」。
電源已開啓，但無法傳送。	• 確保接收方傳眞機上有紙張。 • 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。 • 如果接收方傳眞機正處於手動模式且無人看管，則將無法接收。 • 查看顯示屏上是否有錯誤訊息。 • 拿起聽筒並確認是否聽到撥號音。
接收方沒有打印任何頁面。	• 確保要傳送的文件正面朝下放置在送紙器中。
對方收到的影像失眞。	• 電話線路上的噪音可能導致影像失眞。請嘗試重新傳送文件。 • 使用傳眞機複印該文件。如果副本也失眞，則您的傳眞機可能需要維修。

接收與複印問題

問題	解決方法
電源已開啓，但無法接收。	• 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。
在嘗試接收文件時，打印出來的是空白頁。	• 確保該文件已正確放入傳送方傳真機的送紙器。複印一頁文件或打印一份記錄，以確認您傳真機的打印功能是否正常。 • 確保熱感紙已正確放入傳真機（如果紙卷以相反的方向裝入，則無法打印）。
收到的文件頁面模糊。	• 要求對方以較高的對比度傳送文件。如果收到的文件之對比度仍然過低，則您的傳真機可能需要維修。複印一頁文件或打印一份記錄，以確認您傳真機的打印功能是否正常。 • 請確保您使用的是建議使用的熱感紙。請參閱第 1 章的「放入熱感紙」。
收到的影像失眞。	• 電話線路上的噪音可能導致影像失眞。請對方嘗試重新傳送文件。 • 使用傳眞機複印一頁文件或打印一份記錄。如果副本或記錄仍然失眞，則您的傳眞機可能需要維修。
收到的文件或打印出來的副本上有條紋。	• 確保操作面板已完全合上（按下面板的兩側）。
副本品質欠佳並／或出現黑色的垂直線條。	• 掃描鏡上的任何污漬或雜質，將導致副本與傳眞文件上出現黑點。請如第 66 頁所述清潔掃描鏡。
接收／複印中斷。	• 如果長時間連續接收或複印文件，則印字頭可能會過熱。請關閉電源以讓其冷卻。

留言機的連接

問題	解決方法
留言機的連接無法正常操作。	• 確保傳眞機的接收模式已設定爲 A.M.（留言機）。 • 確保傳眞機的 TEL.LINE（**電話線路**）插孔已連接至牆上插座。確保傳眞機的 TEL.SET（**電話設定**）插孔已連接至留言機的電話線路插孔（而非留言機的分機插孔）。 • 確保留言機的外出留言訊息不超過 10 秒。 • 確保靜默探測時間設定値已設定爲三或四秒（請參閱第 51 頁）。

一般問題

問題	解決方法
傳眞機中斷在分機上接聽的語音來電。	• 如果已將接收模式設定爲 A.M.（留言機），在語音來電過程中一有傳眞送入，則可能中斷語音來電。要防止按鍵式撥號的分機發生中斷情況，請在接聽後按下分機上的任何三個鍵（**註**：請勿輸入啓動傳眞接收的代碼）。
嘗試輪詢時無法接收。	• 確保還有紙張。 • 確保傳送方傳眞機正處於自動接收模式。 • 如果傳送方傳眞機具有輪詢安全性功能，請確保已將傳眞號碼輸入傳眞機及傳送方傳眞機中。

問題	解決方法
顯示屏上沒有出現任何訊息。	• 確保電源線已正確插入電源插座。 • 將其他電器裝置連接至該電源插座，以查看插座是否有電源。
在您按下任何按鍵後，傳真機沒有反應。	• 如果在您按下按鍵時，傳真機沒有發出嗶聲，請拔下電源線並在數秒鐘後再將其插入。
傳送或複印時無法自動送紙。	• 檢查文件的尺寸與重量（請參閱第 23 頁的「可傳送的文件」）。

訊息與訊號

顯示屏訊息

註：如果您已開啓來電顯示功能，請參閱第 7 章的「來電顯示」以獲得與來電顯示相關的顯示屏訊息。

CHECK PAPER （檢查紙張）	熱感紙被夾住或未正確放入。取出紙張，然後重新放入（請參閱下節的「清除夾紙」）。
COVER OPEN （槽蓋已打開）	操作面板已打開，請合上槽蓋。
DOCUMENT JAMMED （文件被夾住）	正本文件發生夾紙狀況。請參閱下節的「清除夾紙」。
FUNCTION MODE （功能模式）	已按下 FUNCTION（**功能**）鍵。
HOLD（暫停）	在通話期間按下了 HOLD/SEARCH（**暫停/搜尋**）鍵，使對方處於等候狀態。再次按下 HOLD/SEARCH（**暫停/搜尋**）鍵，以解除對方的等候狀態。
LINE BUSY（佔線）	如果您在線路忙碌或接收方傳眞機無人接聽時嘗試透過自動撥號傳送傳眞，則顯示屏上會出現此訊息。請按下 STOP（**停止**）鍵以清除此訊息。
LINE ERROR（線路錯誤）	傳送或接收失敗。請按下 STOP（**停止**）鍵以清除此訊息，然後重試。如果錯誤仍然存在，請參閱第 68 頁的「線路錯誤」。
MEMORY IS FULL （記憶體已滿） （僅限於 FO-51/FO-71）	記憶體已滿。如果已接收的資料過多而傳眞機又無法及時將其打印出來，則在接收傳眞時可能會出現此訊息。如果傳眞機無法打印傳眞而將傳眞接收至記憶體中，請解決此故障以繼續打印（請參閱第 44 頁的「替代接收至記憶體」）。
NO DATA（無資料）	如果您在尙未儲存任何自動撥號號碼的情況下嘗試搜尋這些號碼，則顯示屏上會出現此訊息。
NO # STORED （未儲存號碼）	您嘗試撥打或清除尙未設定的快速鍵或縮位撥號號碼（即尙未爲其指定完整的號碼）。

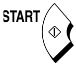
OFF HOOK（聽筒未掛上）	如果您在使用聽筒撥號與傳送傳真後忘記將其放回原處，則顯示屏上會出現此訊息。請將聽筒放回原處或按下 STOP（**停止**）鍵以清除此訊息。
ON HOOK DIAL （等待撥號）	您已按下 SPEAKER（**喇叭**）鍵，傳真機正等待您的撥號。
OUT OF PAPER（無紙）	熱感紙已用完。請放入新的熱感紙（如第 1 章的「放入熱感紙」所述）。
OVER HEAT（過熱）	印字頭過熱。在它冷卻後即可繼續進行操作。
PAPER JAMMED（夾紙）	打印紙被夾住。請參閱下節的「清除夾紙」。
PRINT HEAD FAIL/ YOU NEED SERVICE （印字頭故障 / 您需要進行維修）（交替出現的訊息）	印字頭發生故障，需要進行維修。
READY TO SEND （傳送就緒）	已放入文件，傳真機正等待您開始傳真或複印。
RECALLING（正在重撥）	如果您在線路忙碌時或接收方傳真機無人接聽時嘗試透過自動撥號傳送傳真，則顯示屏上會出現此訊息。傳真機將自動重新嘗試呼叫（請參閱第 37 頁的「自動重複撥號」）。

聲頻訊號

連續音頻	3 秒	表示傳送、接收或複印結束。
間歇音頻 （3 次嗶聲）	5 秒 （響 1 秒， 停 1 秒）	表示傳送、接收或複印不完整。
快速的間歇音頻	連續 （響 0.7 秒， 停 0.3 秒）	表示聽筒未掛上。

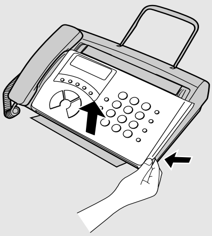
清除夾紙

清除夾住的文件

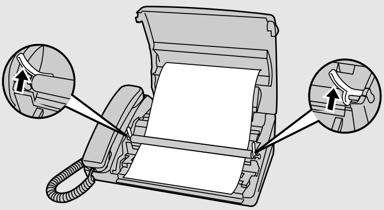
如果正本文件在傳送或複印時沒有正確送入，或顯示屏上出現 DOCUMENT JAMMED（文件被夾住）訊息時，請先嘗試按下  。如果文件無法退出，請按照以下所述取出文件。

重要事項：
如果未按照以下所述鬆開被夾住的文件，請勿嘗試將其取出，否則可能會損毀送紙器機件。

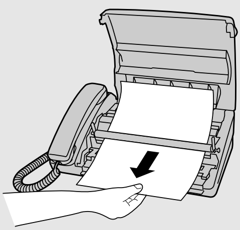
1 **握住手柄並向上拉以打開操作面板。**



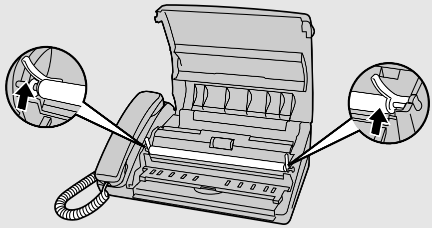
2 **扳開白色滾軸兩側的綠色桿。**



3 **取出文件。**

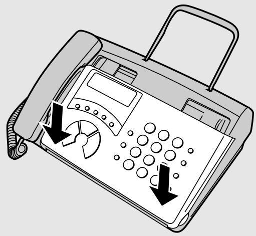


4 **按下白色滾軸兩側的綠色桿。**



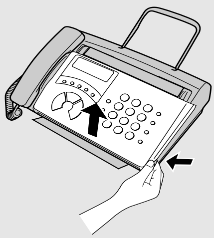
5 **合上操作面板，並確保其卡入定位。**

- 將面板前的兩個邊角往下按，以確保其卡入定位。

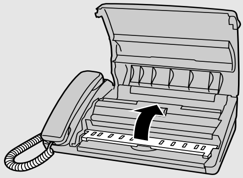


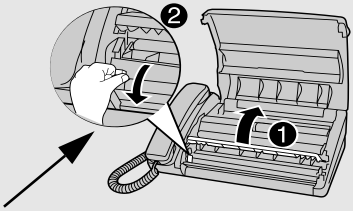
清除被夾住的打印紙

1 **握住手柄並向上拉以打開操作面板。**



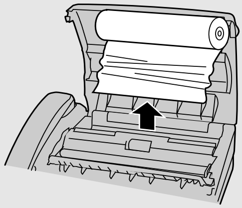
2 **扳開前紙張導板。**





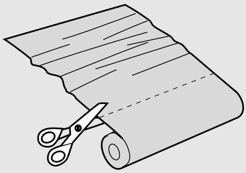
按下圓形把手以確保金屬導板的前端朝下。

3 取出紙張紙卷。

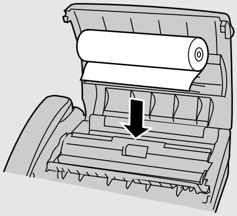


- **僅適用於 FO-71**：從紙槽中取出所有已截斷的紙張。

4 剪掉紙張的捲曲部份。



5 重新放入紙張。

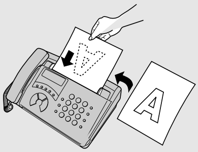


- 一般上，夾紙是由於不正確地放入紙張而造成的。請務必嚴格遵照第 1 章「放入熱感紙」中所述的放入紙張。

快速參考指南

傳送傳真

將文件（最多 5 頁）正面朝下放入文件送紙器。



普通撥號

1.拿起聽筒或按下 [SPEAKER] 。

2.撥打傳真號碼。

3.等待接收訊號（如果有人接聽，請對方按下其傳真機上的開始鍵）。

4.按下 [START] 。

快速撥號

按下相應的快速鍵。傳真機將自動開始傳送。

縮位撥號

1.按下 [SPEED DIAL] 。

2.輸入 2 位數縮位撥號號碼。

3.按下 [START] 。

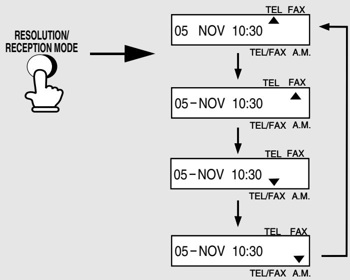
直接按鍵撥號

1.撥打傳真號碼。

2.按下 [START] 。

接收傳真

按下 [RESOLUTION/ RECEPTION MODE] 直到顯示屏上的箭頭指向所要的接收模式（確保文件送紙器是空的）。



TEL（電話）模式：拿起聽筒以接聽所有來電（甚至傳真）。要開始接收傳真，請按下 [START] 。

FAX（傳真）模式：傳真機會自動接聽與接收傳真。

TEL/FAX（電話 / 傳真）模式：傳真機會自動接聽與接收傳真。傳真機會發出特殊的鈴聲以表示此呼叫爲語音來電（包括手動撥號的傳真）。

A.M.（留言機）模式：在留言機已連接至傳真機且已開啓時選擇此模式。

索引

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四劃

六劃

七劃

八劃

九劃

十劃

十一劃

十二劃

十三劃

十四劃

十五劃

十六劃

十七劃

十八劃

二十一劃

二十二劃

二十三劃

SHARP CORPORATION

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